olivetti

d-Copia 18MF

Operation Guide

GB

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The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.

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The ENERGY STAR program is an energy reduction plan introduced by theUnited States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

- incorrect electrical power supply;
- incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;
- replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.

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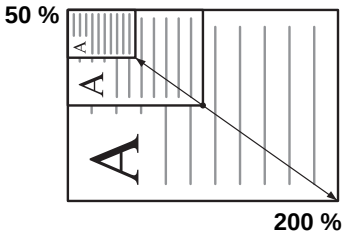
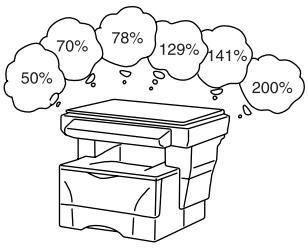
Making Full Use of This Machine's Advanced Functions

1 Enlarging/reducing copies to a desired size between 50 % and 200 % **Zoom mode** (Refer to *page 4-4*)

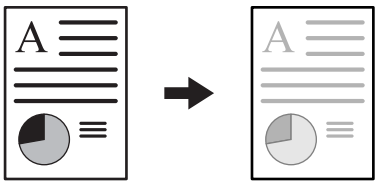


2 Copying at a previously registered zoom ratio **Standard Zoom mode** (Refer to *page 4-4*)

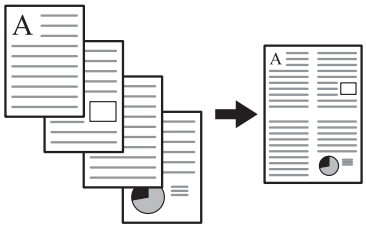


3 Making clear reproductions of photographs **Image quality selection** (Refer to *page 4-1*)

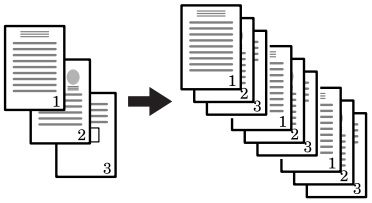
4 Saving on toner use **EcoPrint mode** (Refer to the *Advanced Operation Guide*.)



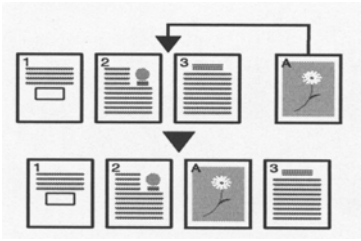
5 Making one copy from either two or four originals **Combine modes** (Refer to the *Advanced Operation Guide*.)



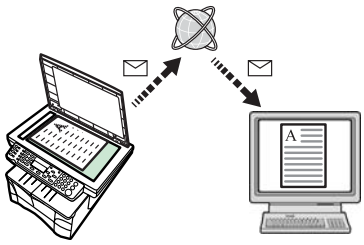
6 Collating automatically **Collate mode** (Refer to *page 4-6*)



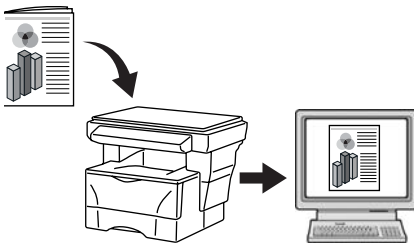
7 Interrupting the current job using **Print Override mode** (Refer to *page 4-7*)



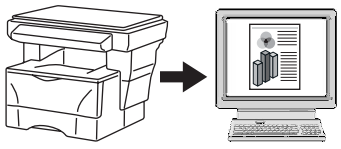
8 Sending scanned data by e-mail (Refer to *page 4-9*)



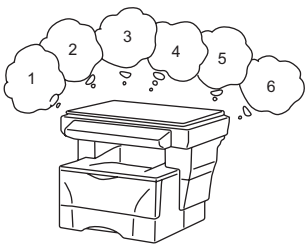
9 Making full-color scans (Refer to *page 4-13*)



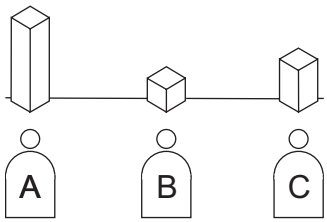
10 Loading an image from TWAIN (Refer to *page 4-13*)



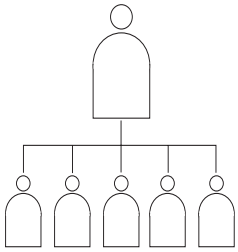
11 Storing address information Address Book (Refer to the *Advanced Operation Guide*)



12 Managing the number of scans and prints by Job Account (Refer to the *Advanced Operation Guide*)

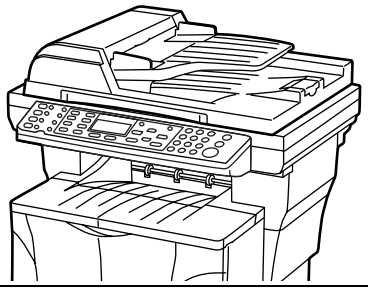


13 Changing the operational environment by each individual user User Login (Refer to the *Advanced Operation Guide*)

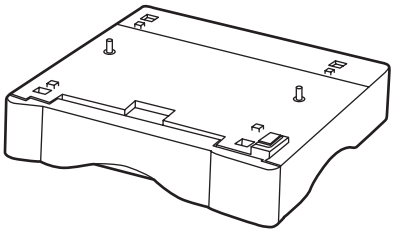


14 A full range of optional equipment is available

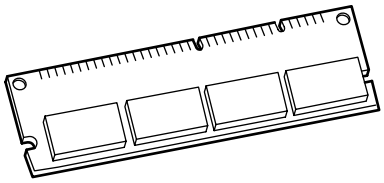
- Document Processor (Refer to the *Advanced Operation Guide*)



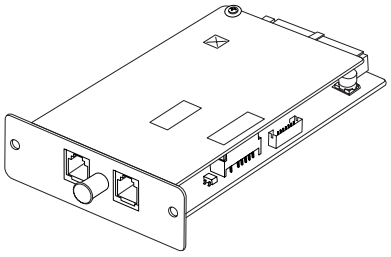
- Paper Feeder (Refer to the *Advanced Operation Guide*)



- Expansion Memory (Refer to the *Advanced Operation Guide*)



- FAX System (Refer to the *Advanced Operation Guide*)



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Legal and Safety

CAUTION: No liability is assumed for any damage caused by improper installation.

Notice

The information in this guide is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition.

No responsibility is assumed if accidents occur while the user is following the instructions in this manual. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

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Energy Star Program

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

The International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multifunction devices come equipped with a Low Power Mode where printer and fax functions remain in a waiting state but energy consumption is still reduced after a certain amount of time elapses since the device was last used, as well as a Sleep Mode where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

Low Power Mode

The device automatically enters low power mode when 5 minutes have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For further information refer to *Low Power Mode on page 4-8.*

Auto Sleep

The device automatically enters Sleep Mode when 30 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep Mode is activated may be lengthened. For further information refer to *Auto Sleep on page 4-8.*

Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.

Please read this Operation Guide before using the machine. Keep it close to the machine for easy reference.

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The following symbols indicate that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The following symbols indicate that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The following symbols indicate that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

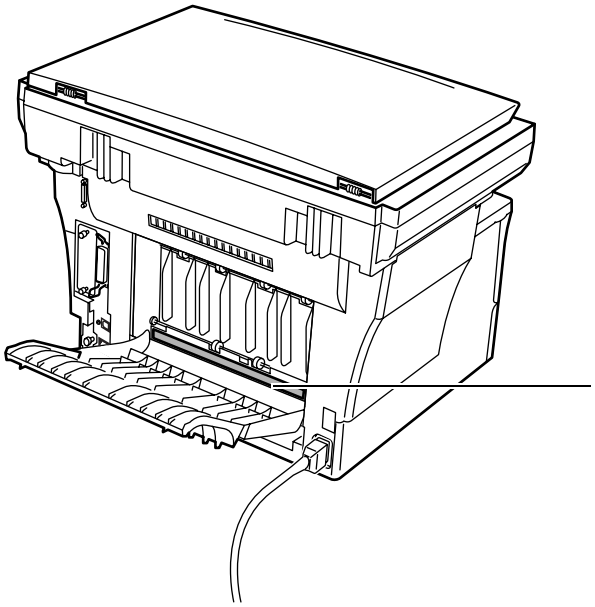
IMPORTANT - PLEASE READ FIRST.

CAUTION LABELS

Caution labels have been attached to the machine at the following locations for safety purposes.

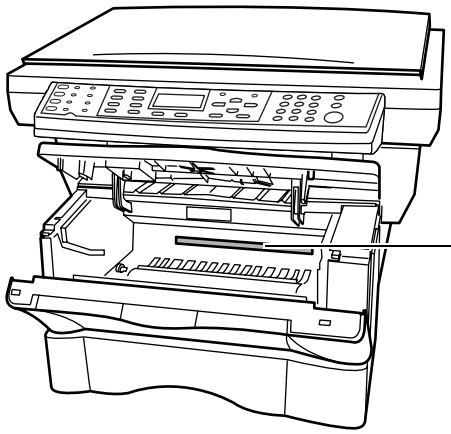
Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

NOTE: Do not remove these labels.



Label 1

High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. .....



Label 2

High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. .....

Installation Precautions

Environment

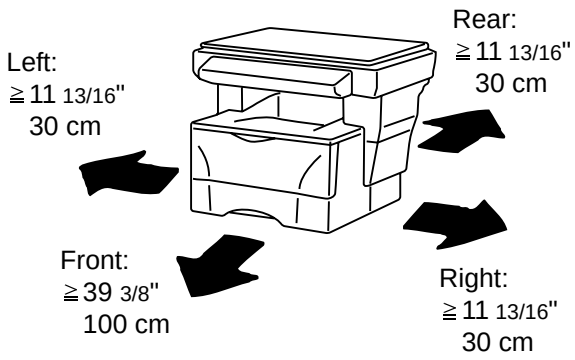
CAUTION:

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine.



Other Precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 73.4 °F (23 °C), humidity: around 60 %RH), and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power Supply/Grounding the Machine

WARNING:

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.

Other Precautions

Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of Plastic Bags

WARNING:

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

Precautions for Use

Cautions when Using the Machine

WARNING:

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This situation presents a danger of fire or electrical shock should they fall inside.

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.
These types of situations present a danger of fire or electrical shock.

Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.

If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch off (O) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the power switch off (O) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts.

CAUTION

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

If the machine will not be used for a short period of time (overnight, etc.), turn the power switch off (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.

Always hold the designated parts when lifting or moving the machine.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.

Other Precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the upper front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this handbook.

CAUTION

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Cautions when Handling Consumables

CAUTION

Do not attempt to incinerate the Toner Container. Dangerous sparks may cause burns.

Keep the Toner Container out of the reach of children.

If toner happens to spill from the Toner Container, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the Toner Container.

Other Precautions

After use, always dispose of the Toner Container in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

If the machine will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it.

Laser Safety (Europe)

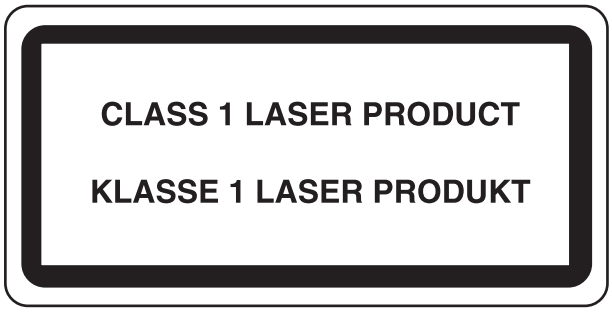
Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 60825.

CAUTION: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.

The labels shown below are attached on the rear side of the machine.



Safety Instructions Regarding the Disconnection of Power (Europe)

CAUTION: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

CE

DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	EN55024
Limits and methods of measurement for radio interference characteristics of information technology equipment	EN55022 Class B
Limits for harmonic currents emissions for equipment input current ≦ 16A per phase	EN61000-3-2
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≦ 16A	EN61000-3-3
Safety of information technology equipment, including electrical equipment	EN60950
Radiation Safety of laser products, equipment classification, requirements and user's guide	EN60825-1

Introduction

This Basic Operation Guide has following chapters:

1 **Machine Parts -** identifies the names and functions of the machine and operation panel.

2 **Loading Paper -** contains explanations on loading paper and attaching the Face-up Tray.

3 **Preparations** - contains information on setting the machine up ready for use.

4 **Basic Operation -** explains how to make simple copies and prints and how to scan originals.

5 **Maintenance -** describes the maintenance and toner replenishment procedures.

6 **Troubleshooting-** explains how to handle problems such as error indications or paper jams.

Appendix A - Specifications - contains machine specifications

Guides included

The following guides are included with this machine. Refer to the guide that corresponds to your particular objective.

Installation Guide

This Guide contains instructions for assembling and installing the machine.

Operation Guide (This guide)

This Operation Guide contains explanations on the initial installation and set-up of this machine, the procedure to connect it to a computer, and the basic procedures for using this machine as a copier, printer, and scanner as well for resolving problems if trouble occurs.

Advanced Operation Guide

The Advanced Operation Guide contains explanations on copier, printer, and scanner functions as well as default settings that can be adjusted on this machine. This guide is stored on the CD-ROM as a PDF document.

KX Driver User Guide

Describes how to install and set the printer driver. This guide is stored on the CD-ROM as a PDF document.

Network tool for Clients Operation Guide

Network tool for Clients is a network printing utility intended to monitor and configure the printing system. This guide describes how to install and operate Network tool for Clients. This guide is stored on the CD-ROM as a PDF document.

Network tool for Direct Printing Operation Guide

Network tool for Direct Printing is a utility that allows you to directly print PDF files without starting Adobe Acrobat by directly sending a PDF file through the Windows spooler. This guide describes how to install and operate Network tool for Direct Printing. This guide is stored on the CD-ROM as a PDF document.

Network FAX Driver Operation Guide

Describes how to use the Network FAX Driver to send documents created on a network computer directly from that computer to the other fax machine. This guide is stored on the CD-ROM as a PDF document.

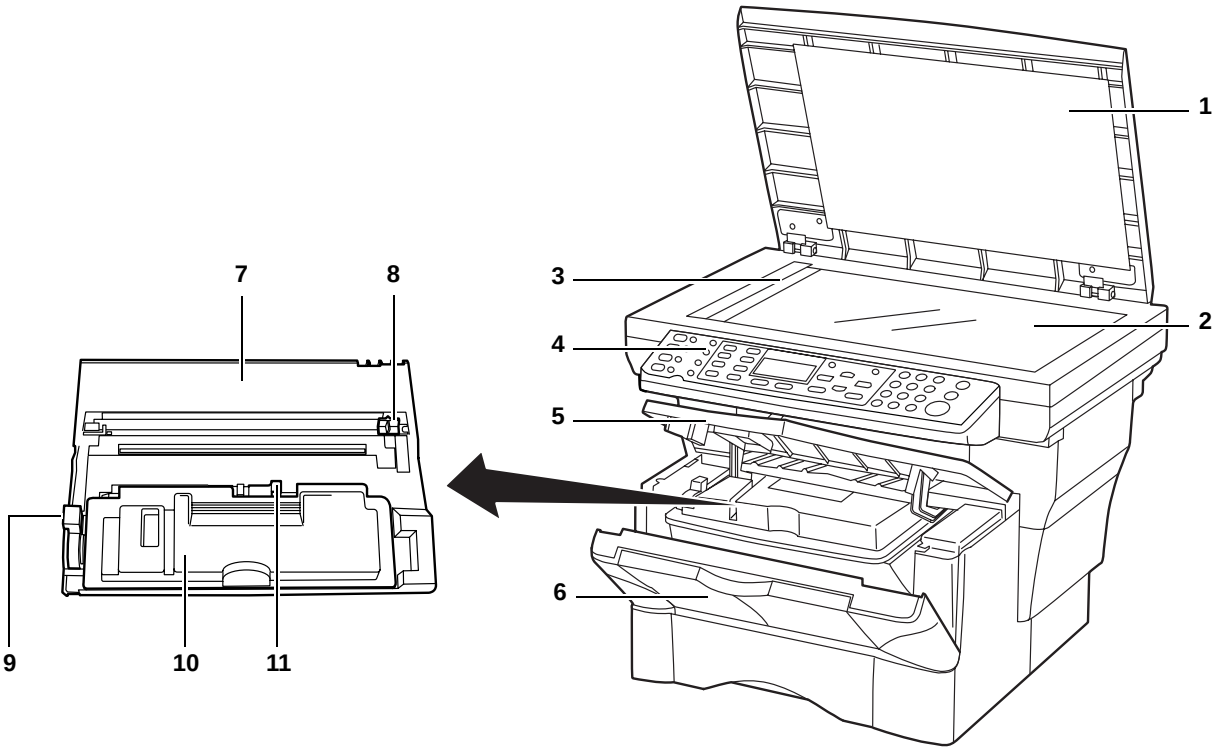
Conventions

This manual uses the following conventions.

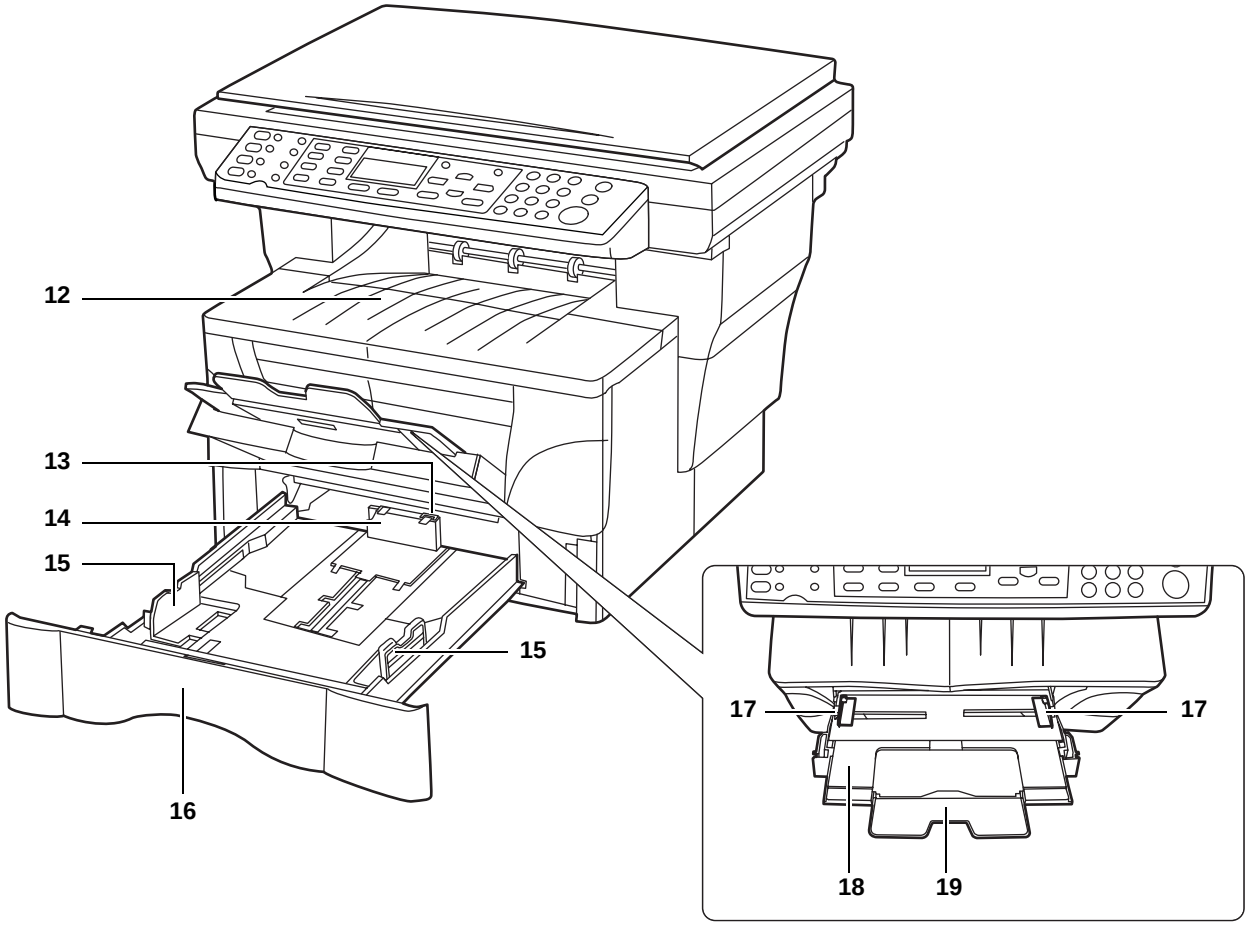
Convention	Description	Example
Italic Typeface	Used to denote messages or names displayed on the operation panel, names of machine parts and for references to additional information and other publications.	A *Completed* message displays and the *Copy Basic* screen returns.
Bold Typeface	Used for emphasis and to denote buttons on the operation panel.	To cancel copying, press **Stop/Clear**.
Notes	Used to provide additional or useful information about a function or feature. Can also contain references to other publications.	**NOTE:** For information about storing the pin, refer to step 10.
Important	Used to provide important information.	**IMPORTANT:** Ensure paper is not folded, curled, or damaged.
Caution	Cautions are statements that suggest *mechanical* damage as a result of an action.	**CAUTION:** Do not pull the cassette out when holding the front of the machine.
Warning	Used to alert users to the possibility of *personal* injury.	**WARNING:** High voltage is present in the charger section.

1 Machine Parts

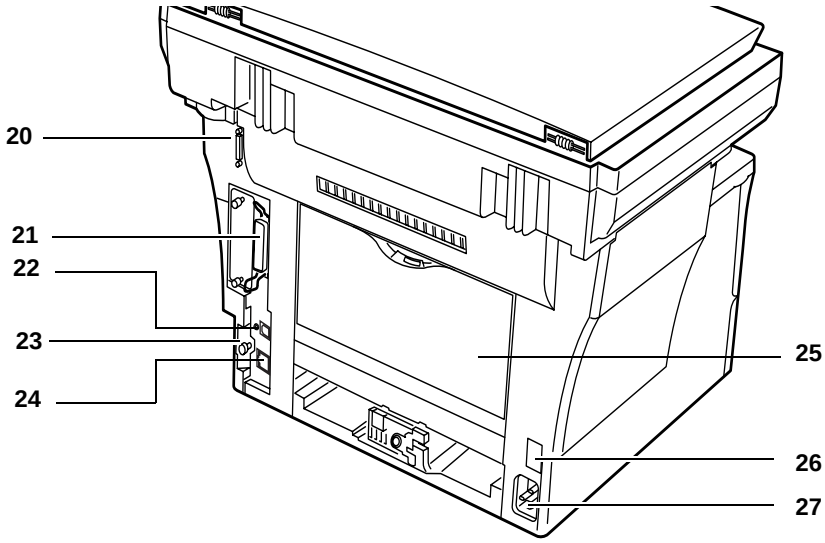
Main Body



1 Original Cover
2 Platen
3 Original Size Indicator Plate
4 Operation Panel
5 Top Cover
6 Front Cover
7 Process Unit
8 Charger Cleaner
9 Lock Lever
10 Toner Container
11 Toner Container Release Lever

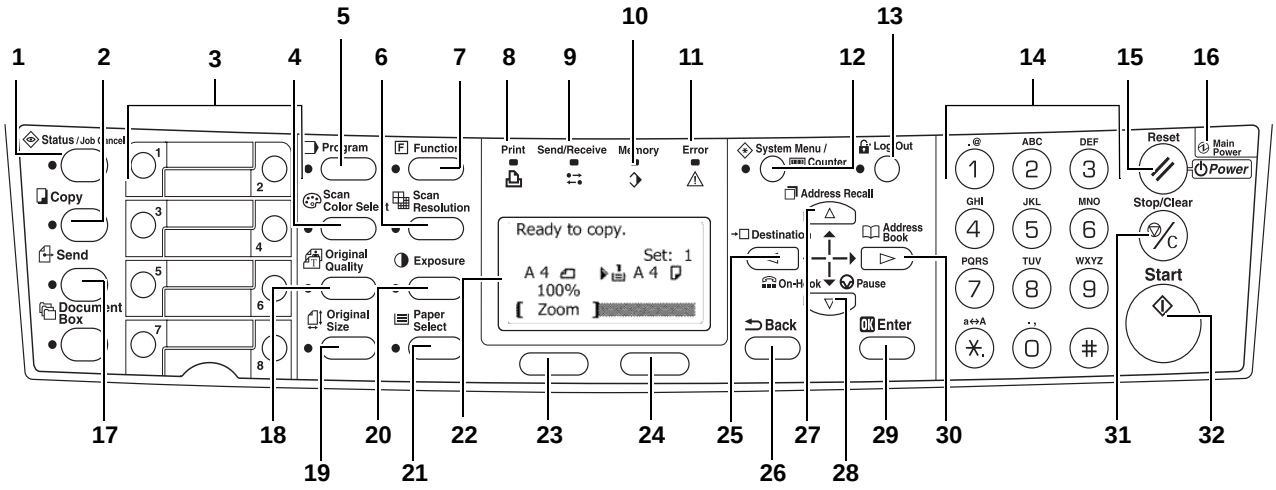


12 **Output Tray**
13 **Stopper Extension Lock**
14 **Paper Stopper**
15 **Paper Width Guides**
16 **Cassette**
17 **Paper Width Guides (MP Tray)**
18 **MP (Multi-Purpose) Tray**
19 **MP Tray Extension**



20 **Document Processor Connector**
21 **Parallel Interface Connector**
22 **USB Interface Connector**
23 **Right Cover Anchor Pin**
24 **Network Interface Connector**
25 **Rear Cover (Face-up Tray)**
26 **Power Switch**
27 **Power Cord Receptacle**

Operation Panel



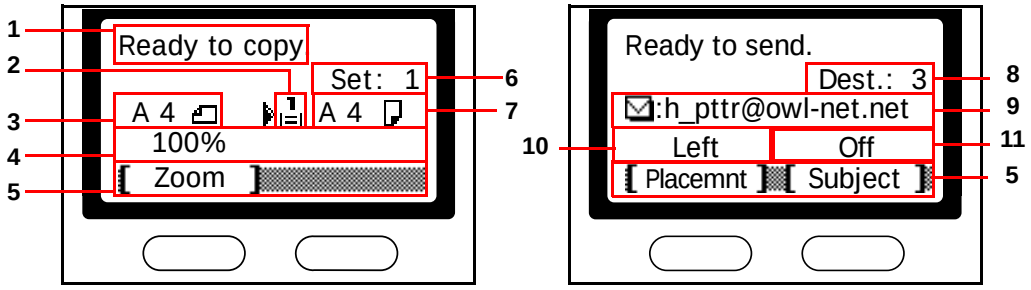
1 **Status/Job Cancel Key and Indicator**
2 **Copy Key and Indicator**
3 **One-touch Keys (1 to 8)**
4 **Scan Color Select Key and Indicator**
5 **Program Key and Indicator**
6 **Scan Resolution Key and Indicator**
7 **Function Key and Indicator**
8 **Print Indicator**
9 **Send/Receive Indicator**
10 **Memory Indicator**
11 **Error Indicator**:
- **Flashing red** indicates an error has occurred.
- **Continuous red** indicates a mechanical problem. Turn the power switch off and then back on.

For further information refer to *Maintenance and Error Messages, on page 6-3.*

12 **System Menu/Counter Key and Indicator**
13 **Log Out Key and Indicator**
14 **Numeric Keys**
15 **Reset/Power Key**
16 **Main Power Indicator**
17 **Send Key and Indicator**
18 **Original Quality Key and Indicator**
19 **Original Size Key and Indicator**
20 **Exposure Key and Indicator**
21 **Paper Select Key and Indicator**
22 **Message Display**
23 **Left Select Key**
24 **Right Select Key**
25 **◀ Key**
26 **Back Key**
27 **▲ Key**
28 **▼ Key**
29 **Enter Key**
30 **▶ Key**
31 **Stop/Clear Key**
32 **Start Key and Indicator**

Message Display

The following examples explain the messages and icons used on the message display.



Copier Screen

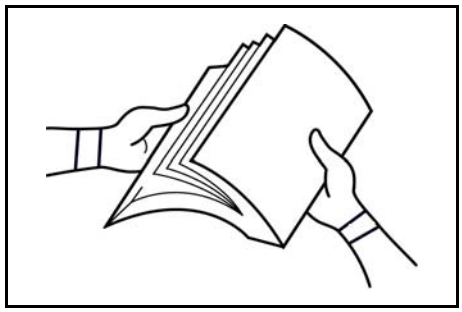
Send Screen

Reference number	Meaning
1	Indicates the current status of the machine. Also displays the title of the current menu whenever the operation panel is being used.
2	Displays an icon that indicates the currently selected source of paper feed. The meaning of each icon is as indicated below.
	The standard paper cassette is currently selected. When this icon is displayed as , there is no paper is the cassette.
	The paper cassette for the optional paper feeder is currently selected. When this icon is displayed as , there is no paper is the cassette.
	The MP Tray is currently selected.
3	Displays the size of the original(s).
4	Displays the current setting when there is a corresponding menu that can be selected using the left or right **Select** keys.
5	Displays the title of the corresponding menu that can be selected using the left or right **Select** keys.
6	Displays the number of copies.
7	Displays the paper size to be copied.
8	Displays the number of destinations.
9	Displays the destination.
10	Displays *Italic* when top edge to rear has been selected as the original placement setting, and *Left* when top edge to left has been selected.
11	Displays *On* when the e-mail subject or message field contains an entry or *Off* when there is no entry.

2 Loading Paper

Paper can be loaded into the cassette or on the MP tray. For details on the media types that can be used, refer to the *Advanced Operation Guide*.

After taking new paper out of its packet, fan it to separate the sheets before loading it.



If you are using paper that has been folded or is curled, straighten it out before loading it. Failure to do so may result in a paper jam.

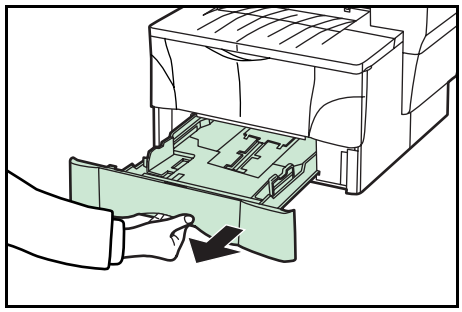
If you will not be using the machine for a prolonged period of time, remove all paper from the machine and seal in its original packaging to protect it against moisture.

Be sure to remove any staples or paper clips to avoid a reduction in print quality or damage to the machine.

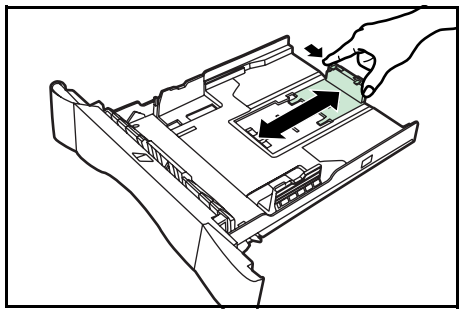
Loading Paper Into a Cassette

For details of the paper size and type that can be loaded into a cassette, refer to the *Advanced Operator Guide*.

1 Carefully pull the cassette all the way out of the machine.

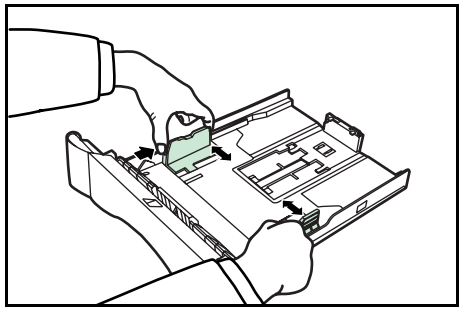


2 Adjust the paper length by pressing in on the release buttons and sliding paper stopper to fit the size of the paper. The paper sizes are marked on the bottom of the cassette.

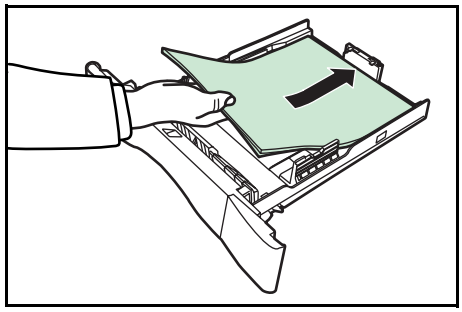


The default settings are for A4/US Letter paper. Refer to *Adjusting the Paper Stopper for Folio or Oficio II Size Page on page 2-3*

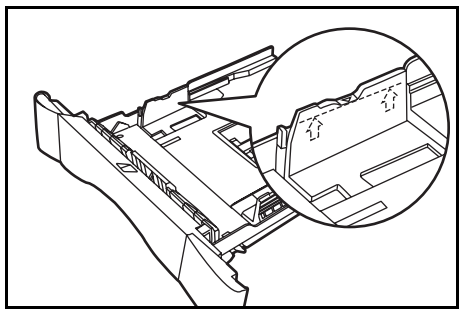
3 Adjust the paper width by pressing in on the release buttons and sliding the guides to fit the width of the paper.



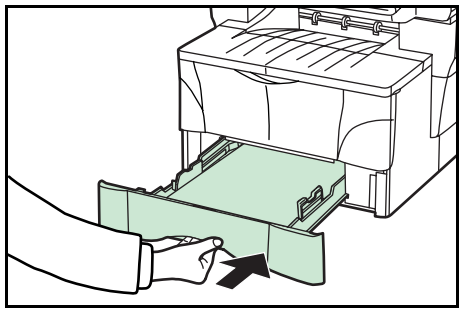
4 Place the paper in the cassette, with side to be printed downward, so that the leading edge is aligned against the paper stopper.



Be sure that none of the paper gets caught on the overhanging tabs, that there is no gap between the paper and the stopper or guides and that it does not exceed the level of the lines located on the width guides.



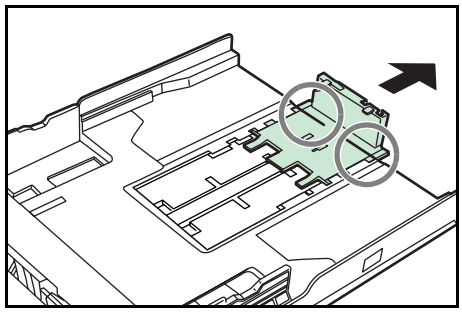
5 Push the cassette securely all the way back into the machine until it stops.



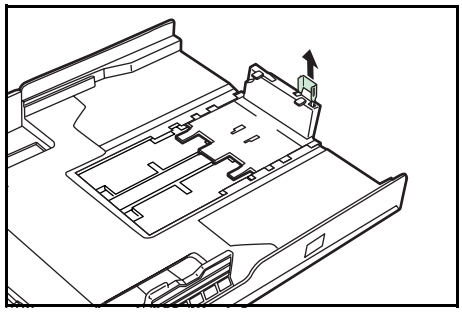
6 Register the paper size loaded in the cassette. Refer to the *Advanced Operation Guide*.

Adjusting the Paper Stopper for Folio or Oficio II Size Page

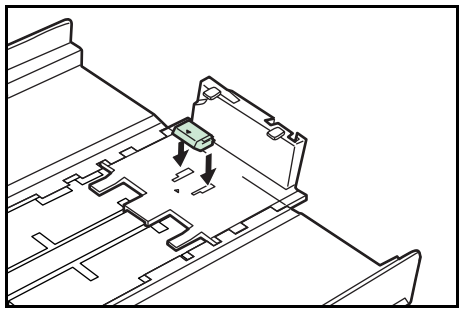
1 Slide the paper stopper towards the rear of the cassette until the grooves that are cut into the paper stopper are aligned with the rear edge of the cassette.



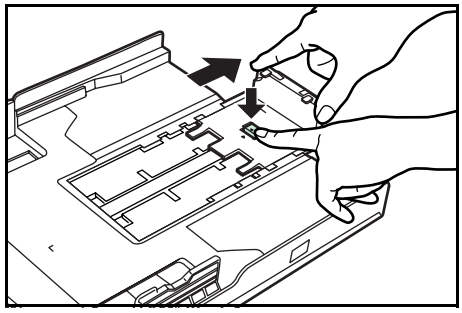
2 Remove the stopper extension lock from the paper stopper.



3 Insert the stopper extension lock into the holes in the paper stopper.



4 Press down on the stopper extension lock and slide the paper stopper towards the rear of the cassette to set the lock into place. The paper stopper is now in position for Folio and Oficio II size paper.



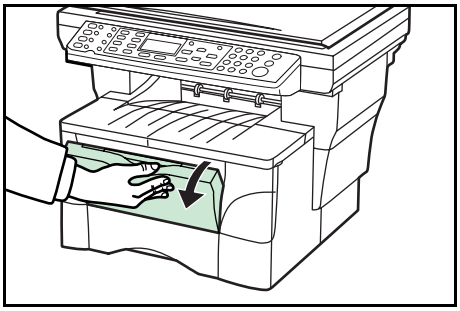
Loading Paper on the MP Tray

For details of the paper size and type that can be loaded into the MP tray, refer to the *Advanced Operator Guide*.

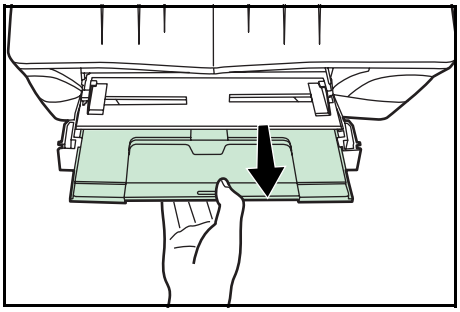
Only load the MP Tray when you are planning to use it. Do not leave paper in the MP tray for long periods of time.

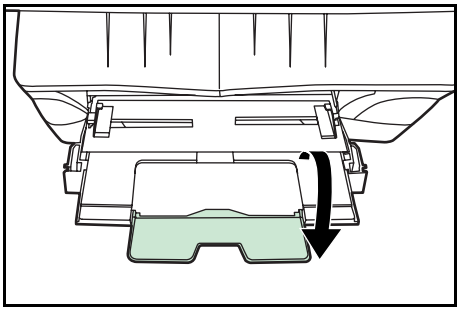
When using Legal, Oficio II or Folio size paper, it is recommended that you use the cassette(s).

1 Open the MP tray towards you until it click into place.

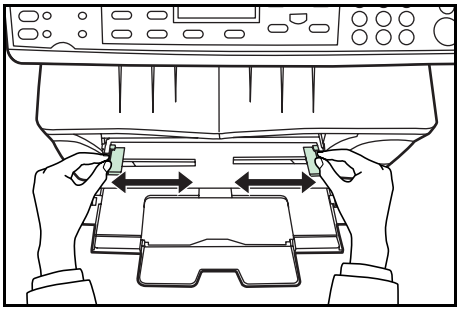


2 Pull out the MP tray extension and then flip it open.

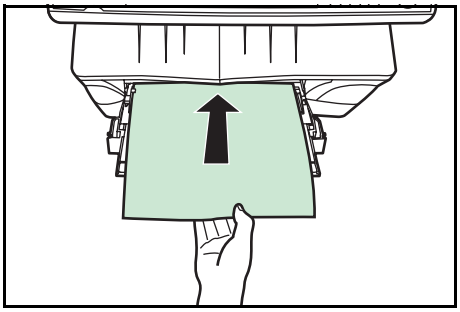




3 Adjust the paper width guides to fit the width of the paper.



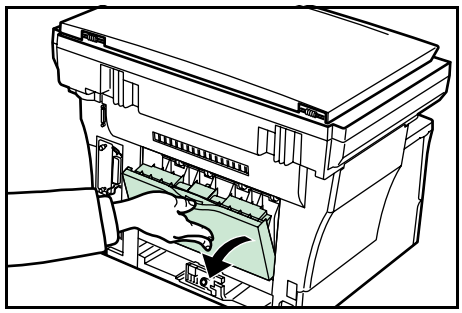
4 Slide the paper, with the side to be copied or printed onto is facing upward, along the paper width guides, as far as it will go.

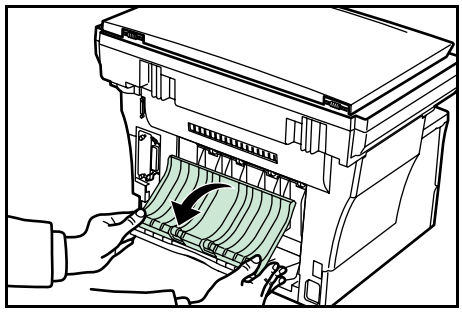


Using the Face-up Tray

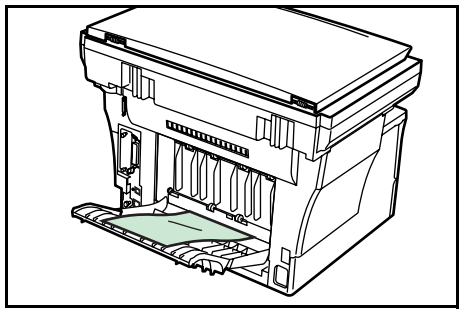
When copying and printing onto special paper, such as thick paper (90 to 163 g/m²), and transparencies, always use the face-up tray. The face-up tray has a storage capacity of approximately 30 sheets of standard paper (80 g/m²) but only 1 sheet of special paper should be stored there at one time.

1 Open the face-up tray (located at the rear of the machine).





2 Perform the standard copying or printing procedure. Completed pages will be output onto the face-up tray.



3 Preparations

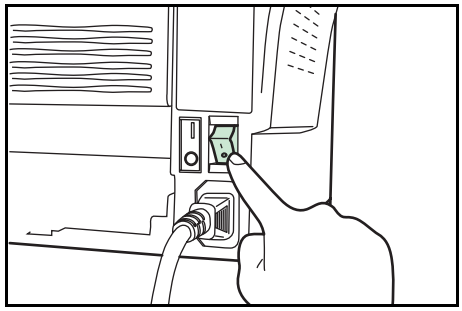
Connecting the Cables

The machine can be connected to a network or directly to a computer.

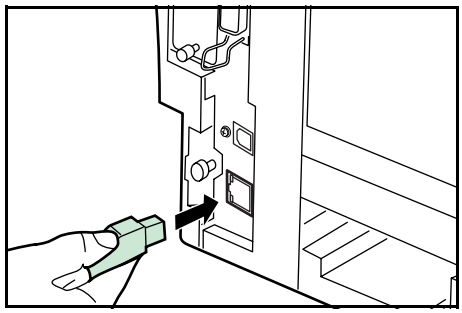
Connecting the Network Cable

When connecting the machine to the network, use the appropriate network cable (10BASE-T or 100BASE-TX).

1 Turn the machine off, and remove the power cord from the outlet.



2 Connect the network cable to the network interface connector at the rear side of the machine.



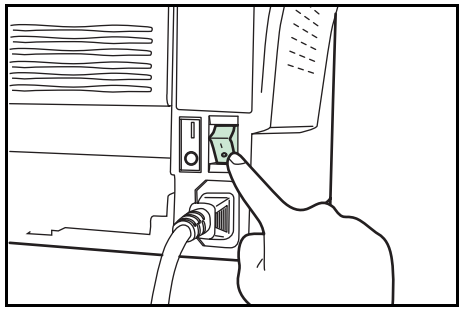
3 Connect the other end of the network cable to your network device.

4 Make network settings on the operation panel - refer to *Network Settings on page 3-4.*

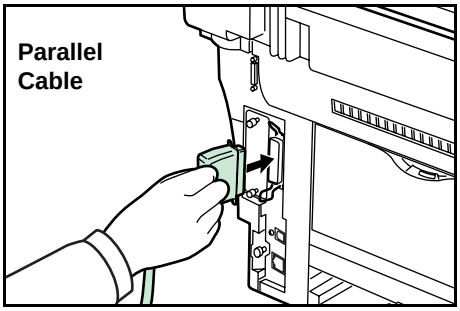
Connecting the Parallel or USB Cable

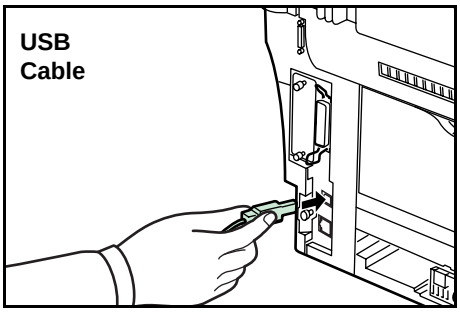
To connect the machine directly to your computer, use either a parallel cable or USB cable. For details refer to the *Advanced Operation Guide*.

1 Turn the machine off, remove the power cord from the outlet and turn the computer off.



2 Connect the printer cable to the appropriate connector located at the rear side of the machine.

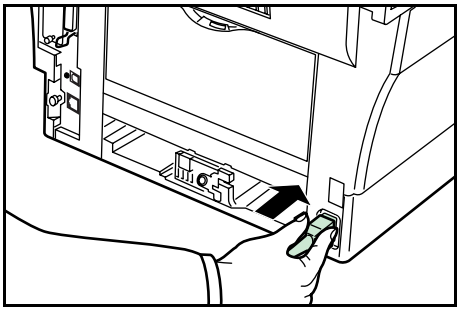




3 Connect the other end of the printer cable to the appropriate connector on your computer.

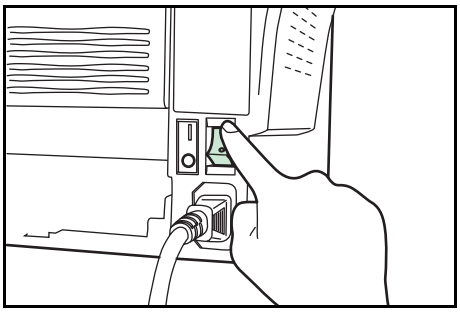
Connecting the Power Cord

Connect the power cord to the rear of the machine. Connect the other end to a suitable power outlet.



Turning the Machine On

Turn the power switch on. The machine will begin to warm up after which the basic screen is displayed.



Accessing Menu Items

When you configure the machine, you do so by accessing a menu item and making your setting from there. Each configuration instruction in this guide tells you to access the menu item and provides a route map to direct you to that item. An example of a route map and its significance is shown below.

System Menu/ Counter	*This represents the control panel button to be pressed.*
▲ or ▼	*Press the up or down button until System Setting is displayed.*
System Setting **Enter**	
▲ or ▼	*Press the up or down button until Network Setting is displayed.*
Network Setting **Enter**	
▲ or ▼	*Press the up or down button until TCP/IP Setting is displayed.*
TCP/IP Setting **Enter**	
▲ or ▼	*Press the up or down button until IP Address is displayed.*
IP Address **Enter**	

Network Settings

Registering the IP Address

Check the IP address with your network administrator before performing this setting. This will only function if the DHCP setting is Off and the TCP/IP setting is On. Any changes made to the network settings will become valid after you turn the power to the machine off and then back on again.

To manually register the IP address.

System Menu/ Counter
▲ or ▼
System Setting **Enter**
▲ or ▼
Network Setting **Enter**
▲ or ▼
TCP/IP Setting **Enter**
▲ or ▼
IP Address **Enter**

1 Access *IP Address*.

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Use the numeric keys to enter each segment of the IP address in turn, pressing ▶ or [*.] to move between segments.

3 Press **Enter** on completion.

If you make an error in entering a portion of the IP address, press ◀ to return to the previous block of digits and re-enter the correct number.

4 Register the Subnet Mask - refer to *Registering the Subnet Mask on page 3-4.*

Registering the Subnet Mask

System Menu/ Counter
▲ or ▼
System Setting **Enter**
▲ or ▼
Network Setting **Enter**
▲ or ▼
TCP/IP Setting **Enter**
▲ or ▼
Subnet Mask **Enter**

1 Access *Subnet Mask*.

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Use the numeric keys to enter each segment of the Subnet Mask in turn, pressing ▶ or [*.] to move between segments.

3 Press **Enter** on completion.

If you make an error in entering a portion of the Subnet Mask, press ◀ to return to the previous block of digits and re-enter the correct number.

4 Register the Default Gateway - refer to *Registering the Default Gateway on page 3-5.*

Registering the Default Gateway

.

System Menu/ Counter
▲ or ▼
System Setting **Enter**
▲ or ▼
Network Setting **Enter**
▲ or ▼
TCP/IP Setting **Enter**
▲ or ▼
Default Gateway **Enter**

1 Access *Default Gateway*.

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Use the numeric keys to enter each segment of the Default Gateway in turn, pressing ▶ or [*.] to move between segments.

3 Press **Enter** on completion.

If you make an error in entering a portion of the Default Gateway, press ◀ to return to the previous block of digits and re-enter the correct number.

4 When you complete all of the network setting, press right **Select**. The message display returns to the basic screen.

Date and Time Settings

Setting the Time Zone

You can also make this setting using Embedded Web Server. For details on Embedded Web Server, refer to the *Advanced Operation Guide*.

System Menu/ Counter
▲ or ▼
Date/Timer Set **Enter**
▲ or ▼
Time Zone **Enter**

1 Access *Time Zone*.

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Press ▲ or ▼ to select the time zone that you are in.

3 Press **Enter**. The message display shows *Completed* and returns to the *Date/ Timer Set.* screen.

4 Press right **Select**. The message display returns to the basic screen.

Summer Time Setting

You can also make this setting using embedded Web Server. For details on embedded Web Server, refer to the *Advanced Operation Guide*.

System Menu/ Counter
▲ or ▼
Date/Timer Set **Enter**
▲ or ▼
Summer Time **Enter**

1 Access *Summer Time*.

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Press ▲ or ▼ to select either *On* or *Off*.

3 Press **Enter**. The message display shows *Completed* and returns to the *Date/ Timer Set.* screen.

4 Press right **Select**. The message display returns to the basic screen.

Setting the Current Date and Time

You can also make this setting using embedded Web Server. For details on Embedded Web Server, refer to the *Advanced Operation Guide*.

NOTE: Periodically check the time that is shown in the message display and adjust as necessary to match the current time.

System Menu/ Counter
▲ or ▼
Date/Timer Set **Enter**
▲ or ▼
Year/Time **Enter**

1 Access *Year/Time*.

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 To set the date, for each field press ▲ or ▼ as many times as necessary to display the correct value then press ▶ to move to the next field.

3 When the date is correct, press **Enter**. The time setting screen (hour:minute:second) is displayed.

4 To set the time, for each field press ▲ or ▼ as many times as necessary to display the correct value then press ▶ to move to the next field.

5 Press **Enter**. The message display shows *Completed* and returns to the *Date/ Timer Set.* screen.

6 Press right **Select**. The message display returns to the basic screen.

Default Operation Mode

Use the following procedure to set the operation mode selected when the machine is powered on. Modes available are Copy Operation, Send Operation or Status Operation. It is recommended you select the most commonly used mode as the default.

System Menu/ Counter
▲ or ▼
Common Setting **Enter**
▲ or ▼
Default Operat **Enter**

1 From *System Menu/Counter* press ▲ or ▼ to select *Common Setting* and press **Enter.**

If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Press ▲ or ▼ to select *Default Operat* and press **Enter**.

3 Press ▲ or ▼ to select the default operation mode from among *Status, Copy* or *Send*.

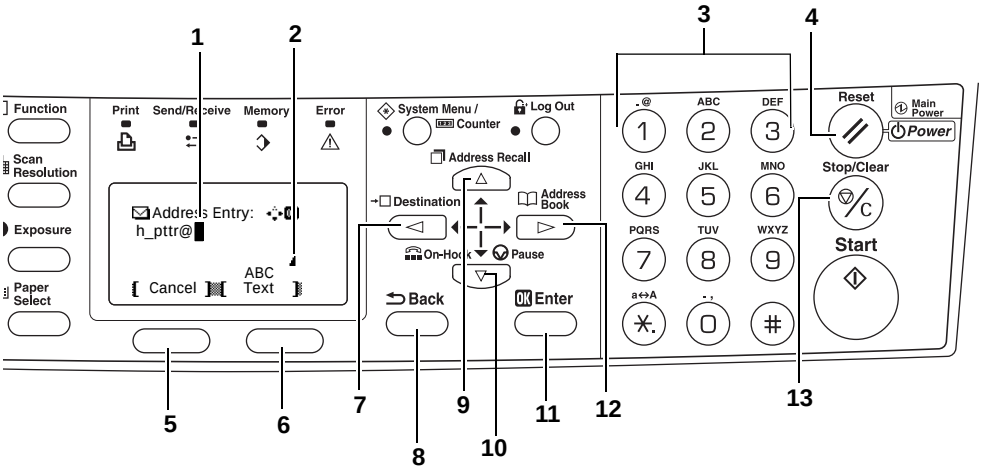
4 Press **Enter**. The message display shows *Completed* and returns to *Common Setting*.

5 Press right **Select**. The message display returns to the basic screen.

Character Entry

To enter an e-mail address, etc., the characters are entered using the Numeric Keys. To move the cursor, use the ◀, ▲, ▼, and ▶ keys.

Keys Used for Entering Characters



1 **Cursor —** Characters are entered by the cursor. To delete a character, move the cursor to the corresponding character and then press **Stop/Clear**.

2 **Character Limit Icon —** Indicates when the maximum number of characters allowable has been entered.

3 **Numeric Keys —** Use these to enter characters. Refer to *Available Characters on page 3-9* for a list of the characters that can be entered using each key.

4 **Reset/Power Key —** Press this to cancel the character entry procedure.

5 Left **Select** key **—** Press this to select the left item when selectable items are displayed on the bottom line of the message display.

6 Right **Select** key **—** Press this to switch between character entry modes.

7 **◀ Key -** Press this to move the cursor in the message display to the left.

8 **Back Key —** Press this to go up one level on the current menu.

9 **▲ Key —** Press this to move the display cursor up.

10 **▼ Key —** Press this to move the cursor down.

11 **Enter Key —** Press this to register the currently entered characters.

12 **▶ Key —** Press this to move the cursor in the message display to the right.

13 **Stop/Clear Key —** Press this to delete the character at the cursor. If the cursor is not on a character, the character to the left of the cursor will be deleted.

Available Characters

The following characters types are available. Press right **Select** to switch between types of characters.

Type	Available Characters
Alphabetic/ Symbol *Text → ABC*	Refer to ***List of Character Assignments*** below.
Numeric *Text → 123*	
Symbol *Text → Symbols*	Special characters, etc., can be entered from the Symbol List. ␣ ! ” # $ % & ’ ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

List of Character Assignments

The following characters can be entered using the numeric keys.

Key	Entry mode	Available characters
.@ 1	Alphabetic/Symbol	. @ - _ / : ~ 1
	Numeric	1
ABC 2	Alphabetic/Symbol	a b c A B C 2
	Numeric	2
DEF 3	Alphabetic/Symbol	d e f D E F 3
	Numeric	3
GHI 4	Alphabetic/Symbol	g h i G H I 4
	Numeric	4
JKL 5	Alphabetic/Symbol	j k l J K L 5
	Numeric	5
MNO 6	Alphabetic/Symbol	m n o M N O 6
	Numeric	6
PQRS 7	Alphabetic/Symbol	p q r s P Q R S 7
	Numeric	7
TUV 8	Alphabetic/Symbol	t u v T U V 8
	Numeric	8

Key	Entry mode	Available characters
WXYZ 9	Alphabetic/Symbol	w x y z W X Y Z 9
	Numeric	9
.,' 0	Alphabetic/Symbol	. , - _ ' ! ? (space) 0
	Numeric	0
a↔A *	Alphabetic/Symbol	Switch between upper-/lowercase
	Numeric	* or . (decimal point)
#	Alphabetic/Symbol/ Numeric	#

Entering Characters

This section explains the procedure to enter characters using the key pad. This is necessary for entering details such as an e-mail address and host name.

Each character is entered by pressing the associated key on the numeric keys as many times as necessary in order to display the required character - refer to *List of Character Assignments on page 3-9.* You can change between character types by pressing right **Select** - refer to *Available Characters on page 3-9.*

Once the required character is displayed, press a different key or press ▶ to enter the next character. To repeatedly enter the same character, press ▶ to move the cursor and then enter that character again.

Example

To enter h_pttr@owlnet.net:

1. With the Address Entry screen displayed - refer to *Basic Scanning Procedure on page 4-9.* Press ④ 2 times. *h* is displayed.
2. Press ① 4 times. _ is displayed.
3. Press ⑦. *p* is displayed.
4. Press ⑧. *t* is displayed.
5. Press ▶. The cursor will move one space to the right.
6. Press ⑧. *t* is displayed.
7. Press ⑦ 3 times. *r* is displayed.
8. Press ① 2 times. @ is displayed.
9. Enter the rest of the characters in the same way, and press **Enter**.

   Completed will appear and the message display returns to the basic screen.

Selecting Message Language

You can select the language of the messages display by following the procedure in the *Advanced Operation Guide*. You can optionally download messages in other languages. Contact your dealer for information.

The following languages are available for selection:

English, *Français*, *Deutsch*, *Italiano*, *Nederlands*, *Español*, *Português*, and the downloaded languages.

Other Settings

Various default settings can be adjusted to your preference in this machine. For details on the adjustable default items and corresponding setting methods, refer to the *Advanced Operation Guide*.

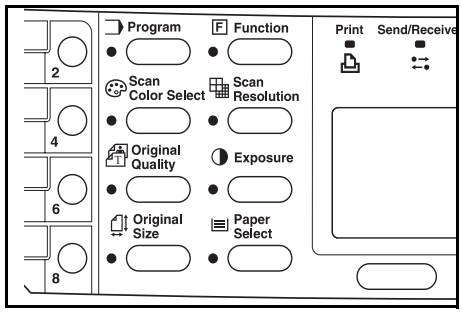
4 Basic Operation

Basic Copying Procedure

To change the default settings for the machine, refer to the *Advanced Operation Guide*.

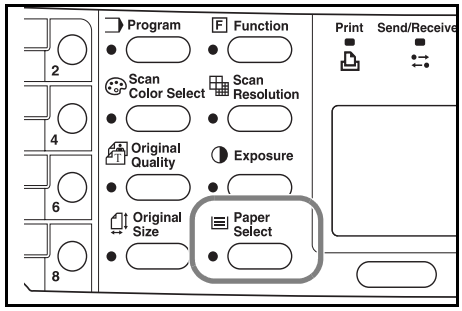
1 Turn the machine on. At the end of warm-up, the **Start** indicator will light.

2 Select from the copier's various functions.

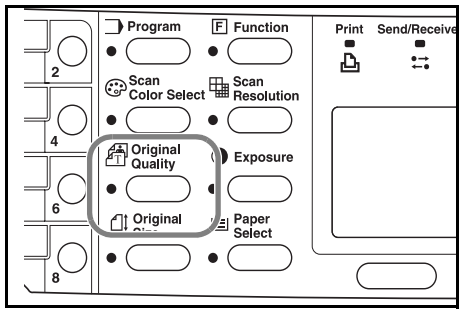


3 Press **Paper Select** to select the paper feed location, and press **Enter**. The message display returns to the basic screen.

If you select the *MP Tray*, you need to select both the size and media type to be used.



4 Press **Original Quality**. The *Original Quality* screen is displayed.

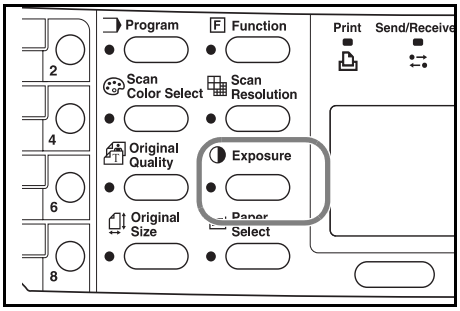


5 Press ▲ or ▼ to select the desired mode and press **Enter**. The message display returns to the basic screen.

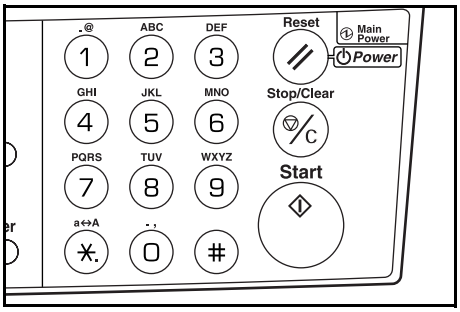
Mode	Description
Text+Photo (text and photo mode)	Select for originals containing a mixture of both text and photographs.
Photo (photo mode)	Select for originals containing mostly photographs.
Text (text mode)	Select for originals containing mostly text.

6 The copy exposure can be adjusted either automatically or manually.

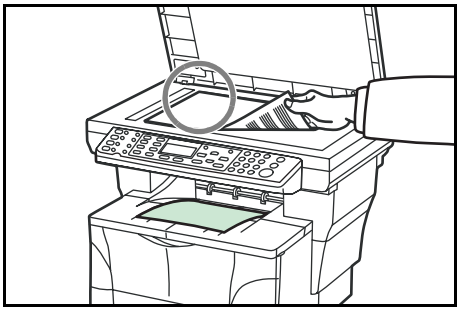
This machine is initially set for manual exposure adjustment. Normally there will be no need for you to adjust the copy exposure.



7 Enter the number of copies required. Up to 999 can be entered.

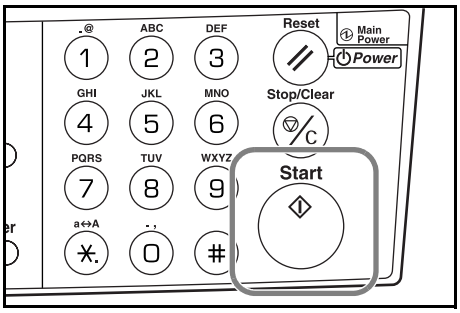


8 Open the original cover and place the original face-down onto the platen against the left rear corner of the platen. Close the original cover.

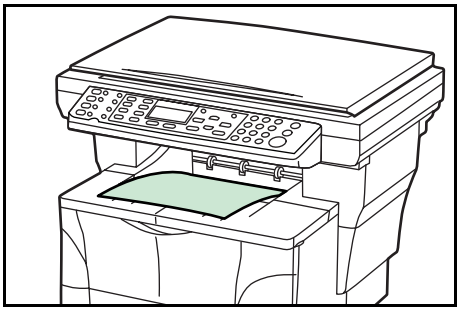


9 Press **Start**. Copying begins immediately.

To cancel copying, press **Stop/Clear**. Refer to *Canceling Copy on page 4-3*.

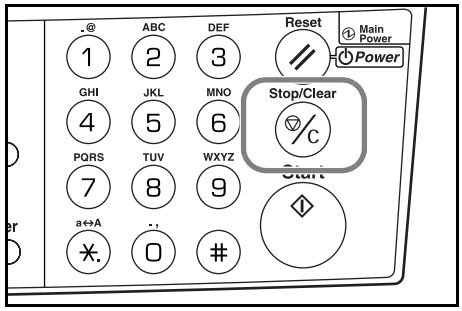


Completed copies are delivered to the output tray.



Canceling Copy

1 Press **Stop/Clear**. The *Pausing Job List* screen will be displayed.



2 Press ▲ or ▼ to select the copying job to cancel.

3 Press left **Select**.

4 *Cancel Job. Are you sure?* is displayed. Press left **Select.**

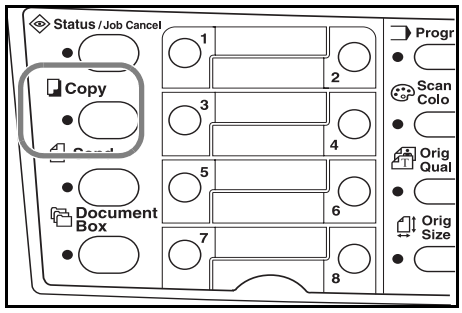
5 *Canceling* is displayed and the copying is canceled.

6 The *Pausing Job List* screen is displayed.

If you want to cancel another job, repeat steps 2 through 5.

7 Press right **Select**. The *Status Menu* screen is displayed and processing of jobs is resumed.

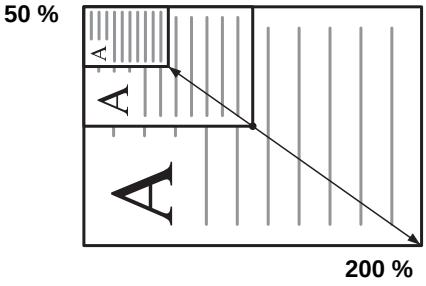
8 To enable copying again, press **Copy**. The message display returns to the basic screen.



Zoom Copies

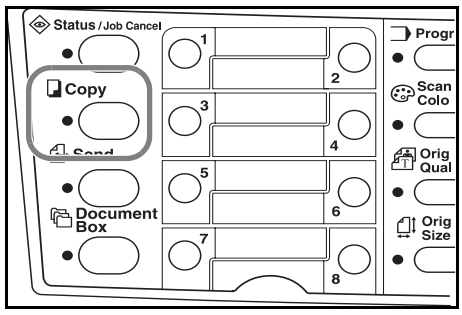
It is possible to change the zoom ratio in order to make copies of an enlarged or reduced size. The following modes are available for selecting the desired zoom ratio.

Mode	Description
Standard Zoom	Copies can be made at one of the fixed zoom ratios. The following ratios are registered in the machine: 200 %, 141 % (A5 → A4), 129 % (Statement → Letter), 115 % (B5 → A4), 100 % (default setting), 90 % (Folio → A4), 86 % (A4 → B5), 78 % (Legal → Letter), 70 % (A4 → A5), 64 % (Letter → Statement), and 50 %.
Variable Zoom	The zoom ratio can be set to any 1 % increment between 50 % and 200 %, as desired and shown below.



Standard Zoom

1 Press **Copy**.



2 Press left **Select.**

3 Press ▲ or ▼ to select *Standard Zoom* .

4 Press **Enter**.

5 Press ▲ or ▼ to select the desired zoom ratio.

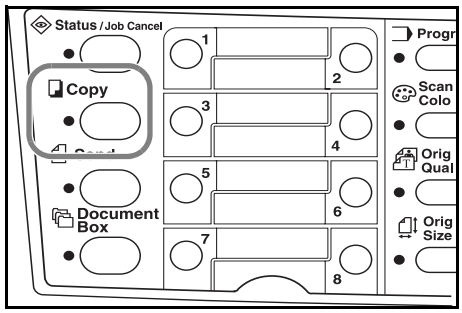
6 Press **Enter**. The message display shows *Completed* and returns to the basic screen. The new zoom ratio is registered.

To start copying, place the original on the platen and press **Start**.

Variable Zoom

Perform the following procedure to make settings for the Variable Zoom mode.

1 Press **Copy**.



2 Press left **Select.**

3 Press ▲ or ▼ to select *Zoom Entry*.

4 Press **Enter**.

5 Press ▲ or ▼, as appropriate, to change the displayed zoom ratio to the desired ratio.

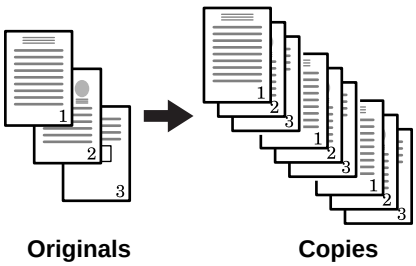
6 Press **Enter**. The message display shows *Completed* and returns to the basic screen. The new zoom ratio is registered.

To start copying, place the original on the platen and press **Start**.

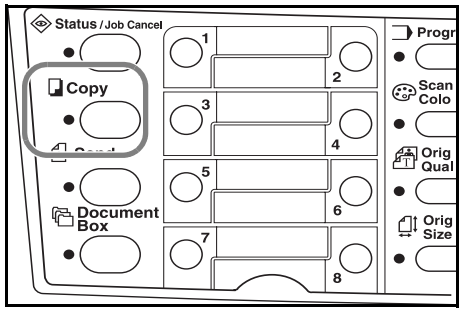
Collate Mode

Multiple originals can be collated.

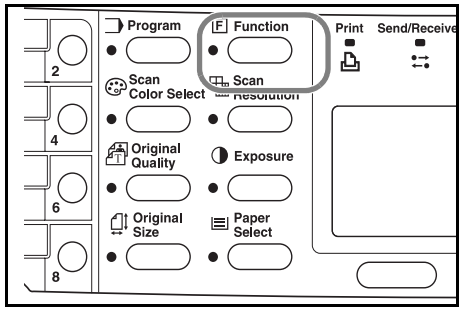
To use the collate mode turn the continuous scan function on. For details, refer to the *Advanced Operation Guide*.



1 Press **Copy**.



2 Press **Function**.



3 Press ▲ or ▼ to select *Collate*.

4 Press **Enter**.

5 Press ▲ or ▼ to select *On*.

6 Press **Enter**. The message display shows *Completed* and returns to the *Function* screen.

7 Press right **Select**.

8 Enter the desired number of copies.

9 Place the original on the platen and press **Start**. Scanning of the first original will start.

Replace the first original with the next one and press **Start**. Scanning will start.

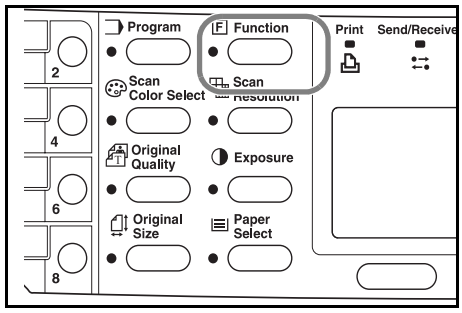
10 Once all of the originals have been scanned, press right **Select** (End Scan). Copying starts. Scanned pages are printed.

Print Override Mode

The print override mode temporarily stops processing of the current job to enable copies of a more urgent job to be made.

After the print override processing is completed, the interrupted job will be resumed.

1 Press **Function**.



2 Press ▲ or ▼ to select *Print Override*.

3 Press **Enter**.

4 Press ▲ or ▼ to select *On*.

5 Press **Enter**.

6 Press right **Select**. The message display shows *Completed* and returns to the *Function* screen.

7 Enter the desired number of copies.

8 Place the original on the platen and press **Start**. Completed copies are delivered to the output tray.

9 When the interruption is completed, perform steps 1 through 4 to switch Print Override mode *Off*.

Low Power Mode

The machine has a Low Power Timer that is used to conserve power when the machine is not in operation. You can adjust the length of time (between 1 minute and 240 minutes) the machine waits before entering low power mode. The factory default time is 5 minutes. For details, refer to the *Advanced Operation Guide*.

The machine wakes from low power mode whenever any one of the keys on the operator panel is pressed, an original is set from document processor, the cassettes or MP tray are opened or closed, or a print job is received.

Auto Sleep

The machine has an Auto Sleep Timer that is used to conserve power when the machine is not in operation. You can adjust the length of time (between 1 minute and 240 minutes from the last activity) the machine waits before auto sleep is activated. The factory default time is 30 minutes. For details, refer to the *Advanced Operation Guide*.

To engage auto sleep manually, press and hold **Reset/Power** for at least three seconds. The auto sleep mode will engage immediately. The machine wakes from auto sleep mode automatically if a print job is received or whenever you press **Reset/Power**.

Basic Scanning Procedure

You can scan documents and send them to e-mail addresses or a folder. The folder can be on a PC or FTP server. The recipients address can be entered from an internal address book, external address book (LDAP) or using a one-touch key. Refer to the *Advanced Operation Guide* for the registration method to an address book and one-touch keys.

The scanner can be operated from a PC connected locally through a USB connection using a TWAIN driver contained in attached CD-ROM.

The format of the scanned image is selectable. The initial format is PDF.

Scan to E-mail

The following procedure explains the method for attaching scan data to e-mail for transmission.

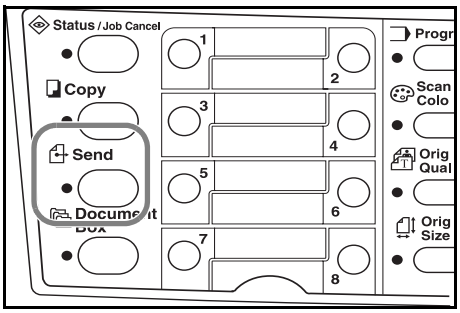
Scan to e-mail works within the following environments:

- It must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
- The SMTP settings must be completed. Use Embedded Web Server, to register the IP address and the host name of the SMTP server. Refer to the *Advanced Operation Guide*.
- There may be a times where transmission is not possible due to the size of each e-mail item.

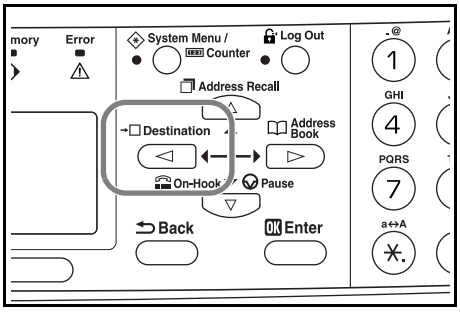
Recipient Entry from the Operation Panel

An e-mail address is entered directly from the operation panel, and the procedure to transmit is explained. Refer to *Recipient Selection from Address Book on page 4-10* for the procedure for using the Address Book and to the *Advanced Operation Guide* for information on registering an address in the address book.

1 Press **Send**.



2 Press ◀.



3 Press ▲ or ▼ to select *E-mail* and press **Enter**.

4 Enter the destination e-mail address. Refer to *Character Entry on page 3-8* for information on entering characters.

5 Once you have completed entering the address, press **Enter**.

6 To enter a subject and/or message, press right **Select**.

If you do not need subject and message, go directly to step 10 without pressing right **Select**.

Enter the subject for the e-mail when the subject input screen is displayed (60 characters maximum).

7 Press **Enter**. Enter the desired message for the e-mail when the message input screen is displayed (60 characters maximum).

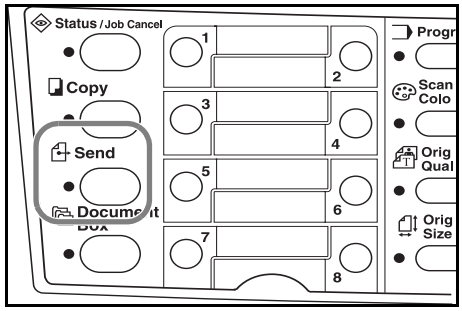
8 Press **Enter**. The *Completed* screen is displayed, and the message display returns to the basic screen.

9 Place the original on the platen and press **Start**.

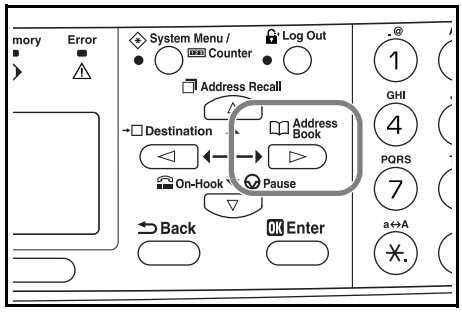
The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a PDF attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30.

Recipient Selection from Address Book

1 Press **Send**.



2 Press ▶.



3 Press ▲ or ▼ to select *Address Book* or *Ext Address Book*.

4 Press **Enter**.

5 Press ▲ or ▼ to select a desired name.

6 Press **Enter**.

7 Press ▲ or ▼ to select *E-mail*.

8 Press **Enter**. *Completed* will appear and the message display returns to the basic screen.

9 Place the original on the platen and press **Start**.

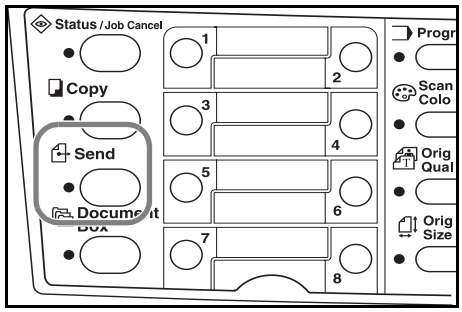
The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30.

Scan to Folder

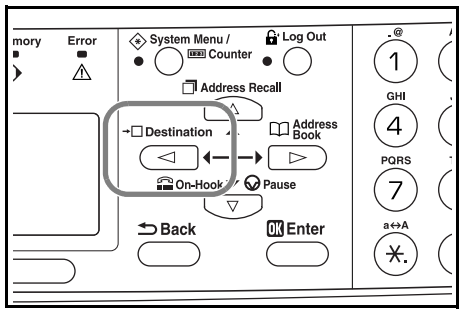
The following procedure explains the method for scanning data to a folder on a PC or FTP server. The scanned data can only be sent to one folder at a time. Refer to *Recipient Selection from Address Book on page 4-10* for the procedure for using the Address Book and to the *Advanced Operation Guide* for information on registering an address in the address book.

Entering a Recipient Address from the Operation Panel

1 Press **Send**.



2 Press ◀.



3 Press ▲ or ▼ to select Folder.

4 For transmission to a shared PC folder, press the ▲ or ▼ to select *SMB*.

For transmission to a shared FTP folder, press the ▲ or ▼ to select *FTP*.

5 Press **Enter**.

6 Enter the host name or the IP address of the host and press **Enter**.

7 Enter the path name where the file is to be stored and press **Enter**.

8 Enter the login user name and press **Enter**.

If you also have a domain name, enter it after the user name.

9 Enter the login password and press **Enter**.

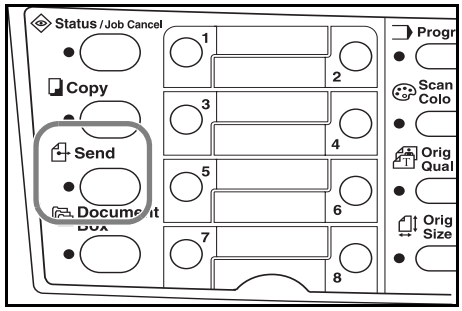
10 Press **Enter**.

11 Place the original on the platen and press **Start**.

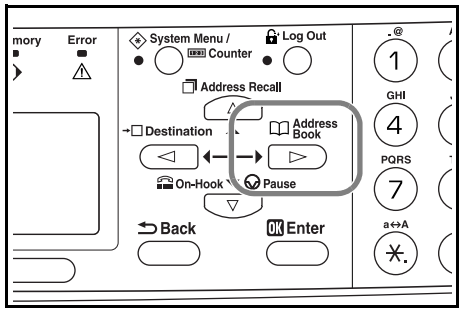
The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30.

Recipient Selection from Address Book

1 Press **Send**.



2 Press ▶.



3 Press ▲ or ▼ to select a desired name.

4 Press **Enter**.

5 Press ▲ or ▼ to select the folder.

6 Press **Enter**. Login User Name input screen is displayed.

7 Enter the login user name and press **Enter**. If you also have a domain name, enter it after the user name.

8 Enter the login password and press **Enter**.

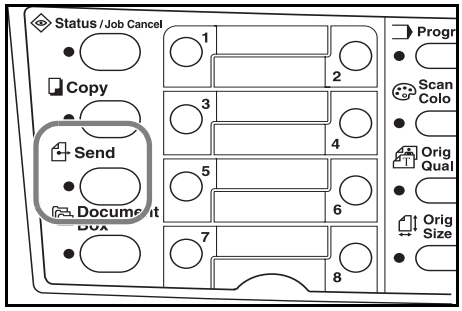
9 Place the original on the platen and press **Start**.

The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30.

Recipient Selection from One-Touch Keys

Frequently used recipients can be registered into the one-touch keys. If two or more one-touch keys are chosen a simultaneous transmission can take place. Refer to the *Advanced Operation Guide* for the registration procedure for the one-touch keys.

1 Press **Send**.



2 Press the one-touch key on which the destination is registered.

3 Place the original on the platen and press **Start**.

The scanned image is sent to the destination e-mail address as an attachment. The image (PDF) is named as doc plus the date and time at which it was transmitted. For example, a pdf attachment named doc04252005101530.pdf is a file sent on 2005 April 25th at 10:15:30.

Scan with TWAIN Driver

Be sure that you connect your PC with the machine using the USB cable and install the TWAIN Driver. The scan can be carried out from any TWAIN compatible application program. Refer to *Advanced Operation Guide* for the installation procedure and the usage of TWAIN Driver.

Selecting Color Scan Mode

The following color modes are available for scanning:

Mode	Description
Full Color	The original will be scanned in full color. The scanning exposure will be set to Manual.
Grayscale	The shading of the original will be reproduced. The scanning exposure will be set to Manual.
Monochrome	The original will be scanned in monochrome. The resulting file size for the scan data will be smaller in comparison with the other color modes.

Refer to the *Advanced Operation Guide*.

Basic Printing Procedure

Be sure that the machine's printer cable or network cable and the power cord are properly connected.

Installing the Printer Driver

To use the printer function, the printer driver must be installed. For information on how to install the printer driver software, refer to the *KM Driver Operation Guide*.

Printing from Application Software

1. Be sure that paper of the size specified for the document in the application is in the machine.
2. Select **Print** from the **File** menu. The **Print** dialog box is displayed.
3. Choose this machine from the printer names drop-down list.
4. Specify the number of copies to print in **Number of copies** and any other options you want to use. For details, refer to the *KX Driver Operation Guide.*
5. Click the **OK** button.

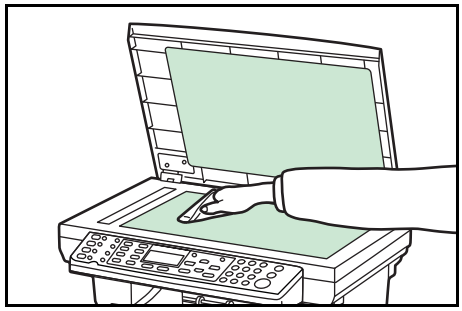
5 Maintenance

Cleaning the Machine

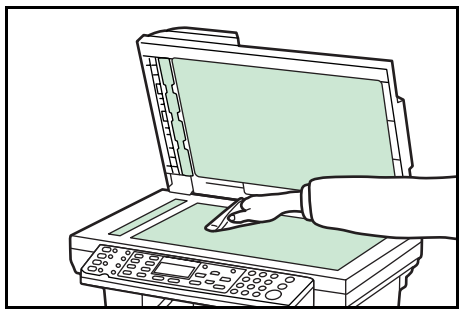
CAUTION: For safety purposes, always remove the power cord from the outlet when performing cleaning.

Always use a soft cloth dampened with alcohol or mild detergent to clean the machine.

Open the original cover and wipe the platen and the original cover, as shown in the illustration.



If the optional document processor is installed in your machine, open the document processor and wipe the gray portion, as shown in the illustration.



If copies appear soiled while using the optional document processor the slit glass is dirty.

Toner Container Replacement

If *Replace Toner* appears on the message display, replace the toner container and clean the charger and registration roller. Refer to *Cleaning the Charger and the Registration Roller on page 5-4*.

Online Help Messages

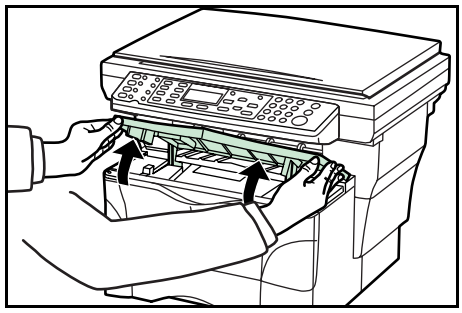
When *Replace Toner* is displayed, press left **Select** (Help) to display the procedure to replace the toner container.

Press ▲ to display the next step or press ▼ to display the previous step.

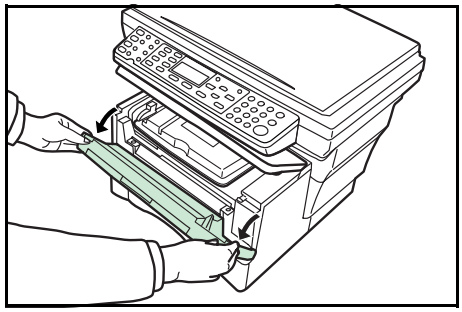
Press **Enter** to exit the online help message display.

Replacing Toner Container

1 Open the top cover.

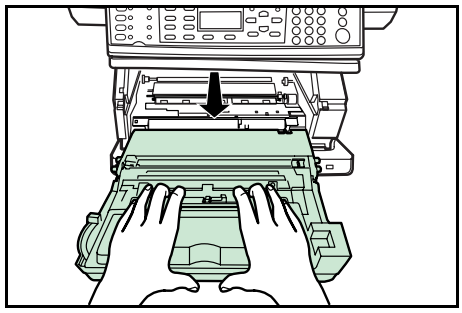


2 Open the front cover.

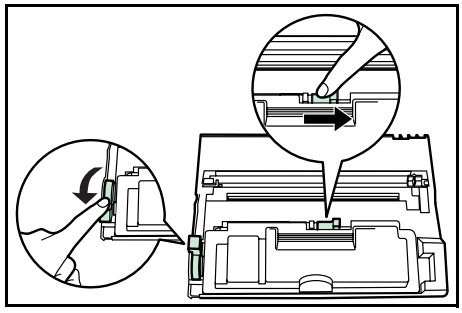


3 Lift the process unit, together with the toner container, out of the machine and place it on a clean, level surface.

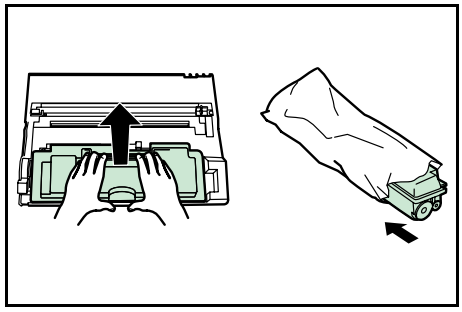
Do not stand the process unit on end and never expose the drum to normal lighting for more than five minutes.



4 Pull the lock lever towards to the **UNLOCK** position then pull the toner container release lever to the right.

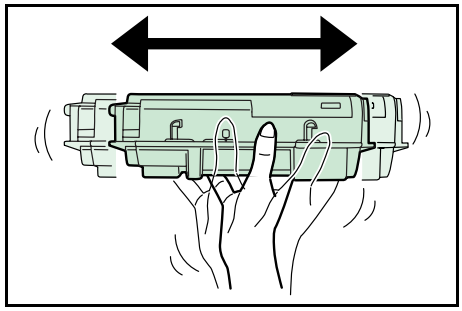


5 Gently remove the old toner container. Put it in the supplied plastic bag and dispose of it according to local rules and regulations.

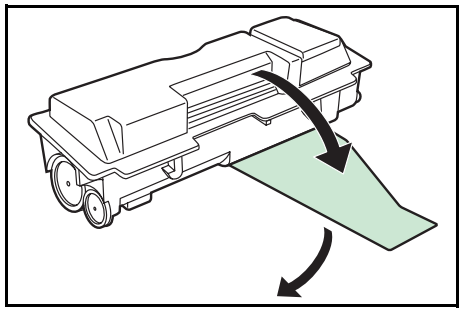


CAUTION: Do not burn or open the toner container.

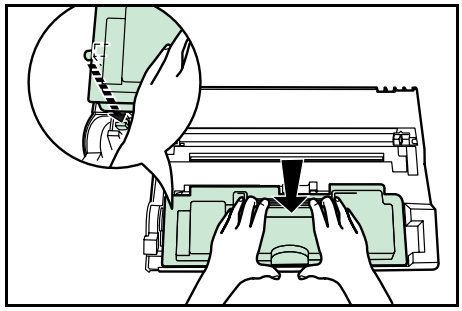
6 Shake the new toner container horizontally 5 or 6 times to distributed the toner inside.

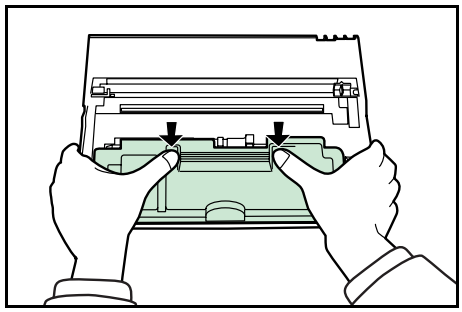


7 Remove the orange protective seal.



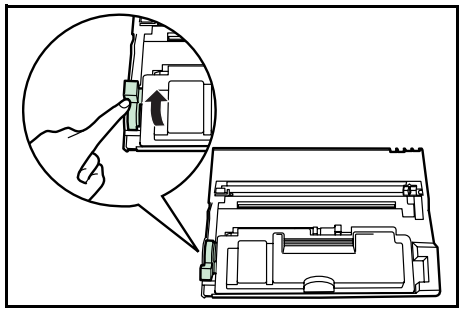
8 Align the knob on the left side of the container with the groove in the process unit and insert it. Push on the **PUSH HERE** marks until the container clicks into place.





9 Push the lock lever back into its locked position (away from you).

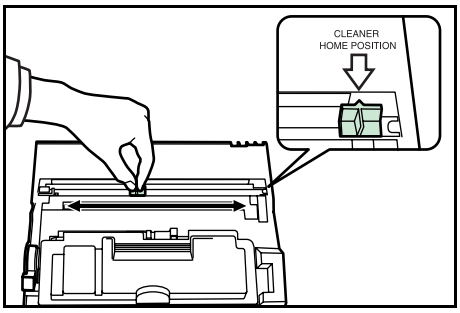
Clean the charge and registration roller. Refer to *Cleaning the Charger and the Registration Roller on page 5-4*.



Cleaning the Charger and the Registration Roller

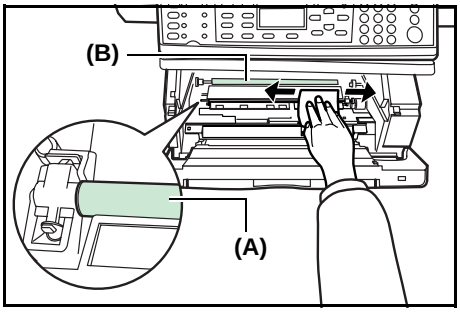
1 Slide the charger cleaner knob backwards and forwards 2 to 3 times, then return it to the **CLEANER HOME POSITION**.

If the charger cleaner is not properly restored a black band will appear on copies.

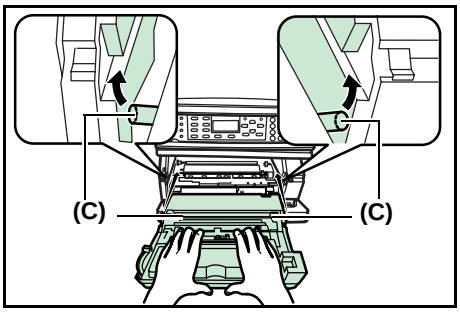


2 Use the cleaning cloth supplied to clean paper dust and dirt accumulated on the metal registration roller **(A)** inside the machine.

Do not touch the black transfer roller **(B)**.



3 After cleaning, align the pins **(C)** on both sides of the process unit with the guides inside the machine, and carefully slide the process unit into the machine until in stops.



4 Close the front cover.

5 Close the top cover.

6 When the toner container is replaced, reset the toner gauge. For details, refer to the *Advanced Operation Guide*.

Reinstalling the Transport Pin

Follow the instructions below to reinstall the transport pin before moving the machine

System Menu/ Counter
▲ or ▼
Service Setting **Enter**
▲ or ▼
Transport Mode **Enter**

1 Access Transport mode.

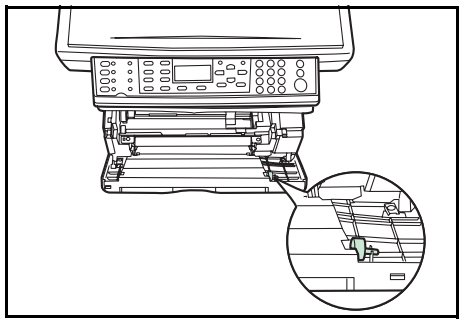
If you are unsure how to use this route map refer to *Accessing Menu Items on page 3-3.*

2 Press left **Select** on the operation panel.

3 Turn the power switch off.

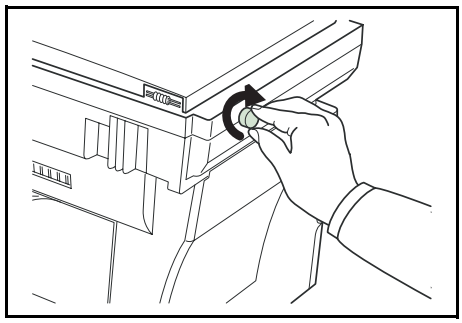
4 Open the top and front cover.

5 Remove the transport pin.



6 Fasten the transport pin as shown.

7 Close the front and top cover.



6 Troubleshooting

General Guidelines

The table below provides basic solutions for problems you may encounter with the machine. We suggest you consult this table to troubleshoot the problems before calling for service.

Symptom	Check Item	Corrective Action	Reference
Nothing lights on the operation panel when the power switch is turned on.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	—
No copies delivered after **Start** is pressed.	Is there some indication of the trouble on the operation panel?	Check the appropriate response to that indication and perform the corresponding procedure.	*page 6-3*
Blank copies.	Were the originals placed correctly?	When placing originals on the platen, place them face-down.	*page 4-1*
		When setting originals in the optional document processor, place them face-up.	—
Light copies.	Is the copier in the Auto Exposure Adjustment mode?	Perform the Auto Exposure Adjustment procedure.	—
	Is the copier in either the Photo, Text+Photo, or Text mode?	Adjust the exposure to the correct level.	*page 4-1*
	Is the copier in the EcoPrint mode?	Select an image quality mode other than the EcoPrint mode.	—
	Is the Add Toner indicator lit?	Replace the toner container.	*page 5-1*
	Is the copy paper damp?	Replace the copy paper with new paper.	*page 2-1*
Dark copies.	Is the copier in the Auto Exposure Adjustment mode?	Perform the Auto Exposure Adjustment procedure.	—
	Is the copier in either the Photo, Text +Photo, or Text mode?	Adjust the exposure to the correct level.	*page 4-1*
Dirty copies.	Is the platen or the optional document processor dirty?	Clean the platen and/or the optional document processor.	*page 5-1*
		Clean the charger.	*page 5-4*

Symptom	Check Item	Corrective Action	Reference
Black or white bands on copies.	Is the charger cleaner in the **CLEANER HOME POSITION**?	Remove the process unit and return the charger cleaner to its home position.	*page 5-4*
	If you are using the optional document processor, is the slit glass dirty?	Clean the slit glass. It is also possible to use the Scan Noise Reduction function to make black lines on the copies less apparent. For details, refer to the *Advanced Operation Guide*.	*page 5-1*
Skewed copies.	Were the originals placed correctly?	When placing originals on the platen, align them against the upper left corner.	*page 4-1*
		When placing originals in the optional document processor, align the width guides securely before inserting the originals.	—
Frequent paper jams.	Is the paper loaded properly in the cassette?	Load the paper properly.	*page 2-1*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	—
	Is there any jammed paper or loose scraps of paper remaining inside the machine?	Carry out the appropriate procedure to remove the paper.	*page 6-7*
	Does the registered paper size match the size you are actually using?	Be sure the registered paper size matches the size you are actually using.	—
The Add Toner indicator doesn't go out after replacing the toner container.	Did you shake the new toner container enough?	Shake the toner container horizontally 5 or 6 times.	*page 5-3*

Maintenance and Error Messages

When any of the following messages appears on the message display, perform the procedure provided below.

Message	Procedure	Reference
Add paper to (paper source).	The paper has run out. Add paper to the paper source; *Casset. 1*, *Casset. 2* (with option paper feeder) or *MP Tray*. The cassette is not properly closed. Be sure the cassette is closed securely.	*page 2-1*
Close Document Processor.	The document processor is still open even though an original has been inserted. Close the document processor.	—
Close Document Processor Cover.	The left cover to the document processor is open. Close the cover securely.	—
Close Top Cover.	The top cover or the front cover is open. Close the covers securely.	—
Enter address.	**Enter** was pressed without entering a recipient. Enter the address.	—
Enter destination.	**Start** was pressed without entering a recipient. Enter the recipient.	—
Enter file name.	**Enter** was pressed without entering a file name. Enter the file name.	—
Enter host name.	**Enter** was pressed without entering a host name. Enter the host name.	—
Enter path.	**Enter** was pressed without entering a PC folder path or an FTP network path. Enter the PC folder path or FTP network path.	—
Entry error. *Enter correctly.*	An invalid character was entered.	—
Error occurred. *Call service person.* *C####* *Error occurred.* *Power switch turn off and on again.* *C####*	Turn the power switch off and then back on again. If this message still remains, make a note of the number that is displayed together with the letter C. Then, turn the power switch off, and contact your service representative or authorized service center.	—
Exceeded max count. Job is canceled.	When job accounting is enabled and the current job will exceed the account limit, press right **Select** to cancel the print job.	—
Illegal account. Job is canceled.	When job accounting is enabled and the selected account is invalid, press right **Select** to cancel the job.	—
Illegal user ID. Job is canceled.	When user login is enabled and the wrong user ID or password is entered, press right **Select** to cancel the job.	—

Message	Procedure	Reference
Insert Cassette1.	The paper feeder was selected, but cassette 1 is not installed properly. Push the upper cassette securely into the machine.	—
Insufficient memory. *Unable to start job.*	Memory shortage occurred during processing of other jobs.	—
KPDL error. *Job is canceled.* ####	Current print processing cannot continue. If you want to cancel printing, press right **Select**. If *Auto Error Clear* is set to *On*, printing will be automatically resumed after a preset period of time.	*Advanced Operation Guide*
Load paper in Cassette1. *Size # Type #* *Load paper in Cassette2.* *Size # Type #* *Load paper in* *MP Tray.* *Size # Type #*	There is no paper in the indicated cassette. Press right **Select**. If you have loaded paper in the cassette, select *Print (Continue)* and press **Enter**. To switch to another paper feed location, select *Paper select* and press **Enter**. The available paper feed locations will be displayed. Select the desired paper feed location and press **Enter**.	*page 2-1*
Memory overflow. *Part of the job end is printed.*	The machine's memory is full. Press left **Select** to cancel the copying procedure. Pressing right **Select** after a part of the job being processed is printed will end the job. Insert fewer originals and try to copy again. To add expansion memory, contact your service representative or authorized service center.	*Advanced Operation Guide*
Paper Jam at Cassette1. *Paper Jam at Cassette2.* *Paper Jam at MP Tray.* *Paper Jam at Document Processor.* *Paper Jam in Printer.*	A paper jam has occurred. Press left **Select** to display the online help messages and remove the jammed paper.	*page 6-7*
Place original and press Start key.	The machine will attempt to make copies from any originals that remain uncopied. Reposition the original on the platen or in the document feed tray and try to copy again.	—
Print overrun. *This page isn't complete.*	The data transferred to the machine was too complex to print on a page. To continue printing, press right **Select**. To cancel printing, press left **Select**.	—
Remove original from Document Processor.	This appears if there is a document in the document processor when the power is turned on. It also appears when the paper has jammed while being fed from the document processor because of the way it was placed. Remove all the document pages inside the document processor, and set them again correctly.	*page 6-10*

Message	Procedure	Reference
Replace Toner.	Toner has run out so further copying or printing is impossible. Replace the toner container using a new toner kit.	*page 5-1*
Scan memory overflow. Job is canceled.	Press right **Select** to cancel the copying procedure. The total amount of data received by the machine exceeds the machine's internal memory. To verify the current amount of memory, print out a Status Page. To cancel printing, press right **Select**. If *Auto Error Clear* is set to *On*, printing will be automatically resumed after a preset period of time. Lower the image quality.	*page 4-3*, *Advanced Operation Guide*
Send error. *####*	An error has occurred during transmission. The possible error codes and their descriptions are as follows.	
	1101: The server name of the SMTP server is not set correctly or the host name is incorrect when sending scan data to an FTP server. Use Embedded Web Server and register the SMTP server name and the host name correctly.	*Advanced Operation Guide*
	1102: The login user name is incorrect or the domain name has not been entered. Enter login name, domain name and password correctly.	*page 4-11*
	1103: The network path name is incorrect or you do not have access to the folder specified. Use Embedded Web Server and register the path name correctly.	*Advanced Operation Guide*
	1104: No recipient address. Enter e-mail address correctly.	*page 4-9*
	1105: E-mail - The SMTP protocol setting is turned off. Use Embedded Web Server and turn on the SMTP protocol setting. Scan to PC (SMB) - SMB setting is turned off. Use Embedded Web Server and turn on the SMB setting. Scan to PC (FTP) - FTP setting is turned off. Use Embedded Web Server and turn on the FTP setting.	*Advanced Operation Guide*
	1106: The sender address setting under e-mail: SMTP is not registered. Use Embedded Web Server and register the sender address.	*Advanced Operation Guide*
	210#: The network cable is disconnected or the hub that it is connected to is not operating properly. Check the cable connection or the hub. The server name or the host name of the SMTP server is not set correctly. Use Embedded Web Server and register the SMTP server name and the host name correctly.	*page 3-1* *Advanced Operation Guide*
	220#: The network cable has become disconnected during transmission or the hub that it is connected to has stopped operating. Check the cable connection or the hub.	*page 3-1*

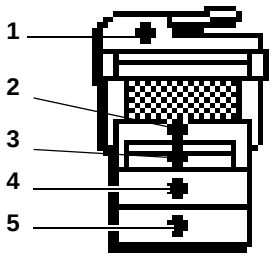
Message	Procedure	Reference
Send error. *####*	*3101*: SMTP Authentication error. Consult with your network administrator to verify that the Login Account Name and Login Password required for SMTP Authentication are correct. The SMTP server or FTP server is not operating properly. Check with your network administrator.	*Advanced Operation Guide*
This key is not registered.	An unregistered one-touch key was chosen. Select the correct one-touch key.	—
Toner low.	Toner is running low. Replace the toner container using a new toner kit as soon as possible.	*page 5-1*
Waste toner near full.	Remove the process unit from the machine. Gently shake the process unit horizontally a few times. Reinstall it into the machine. The machine will stop printing soon, contact your service representative or authorized service center.	—
Waiting to scan.	The memory to execute the job is insufficient. The job will be automatically resumed, after the memory capacity to execute is available. If you want to cancel the job, press left **Select**.	—
Wrong account ID.	When job accounting is enabled, the account ID was already registered. Enter the correct account ID.	*Advanced Operation Guide*
Wrong password.	When user login is enabled, an incorrect job accounting password was entered. Enter the correct password.	*Advanced Operation Guide*
Wrong user ID.	When the user management setup (User Login) is enabled an incorrect user ID was entered. Enter the correct user ID.	*Advanced Operation Guide*

Paper Jam

If a paper jam occurs, a message will be displayed about the jam and copying or printing will stop.

Leave the power switch on and to remove the jammed paper refer to *MP Tray and Inside Machine on page 6-7.*

Jam Location Indicators

Indicator	Meaning	Reference
	Original jam in the optional document processor.	*page 6-10*
	Paper jam inside the machine	*page 6-7*
	Paper jam in the MP tray.	*page 6-7*
	Paper jam in the upper cassette.	*page 6-9*
	Paper jam in the optional paper feeder.	*page 6-9*

WARNING: High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION: The fixing unit is extremely hot. Take care when working in this area.

Online Help Messages

When *Paper Jam* is displayed, press left **Select** (Help) to display the procedure to clear the jam.

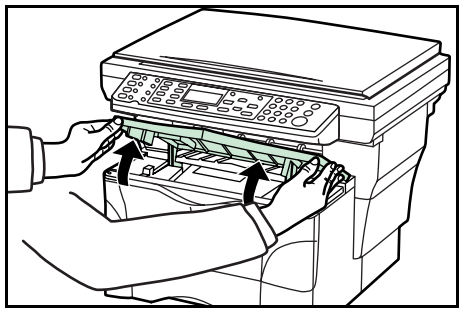
Press ▲ to display the next step or press ▼ to display the previous step.

Press **Enter** to exit the online help message display.

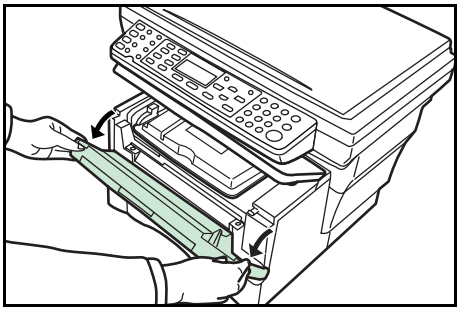
MP Tray and Inside Machine

Remove any prints on the output tray before performing this procedure.

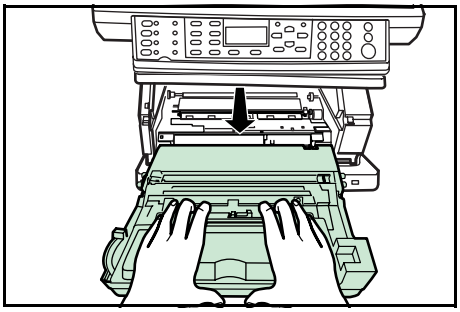
1 Open the top cover.



2 Open the front cover.



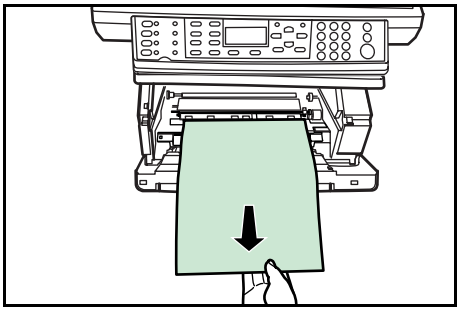
3 Take the process unit out of the machine.



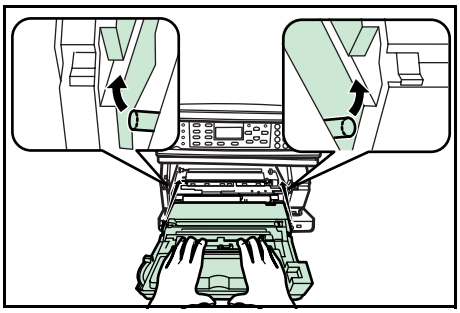
4 If the leading edge of the jammed paper is visible, pull it out towards you.

If the paper is not visible, perform the *Cassette* procedure.

If the paper has been fed to the rear of the machine but the leading edge is not visible, perform the *Face-up Tray* procedure.



5 Replace the process unit by aligning the pins on both sides with the guides inside the machine, and slide it into the machine until it stops.

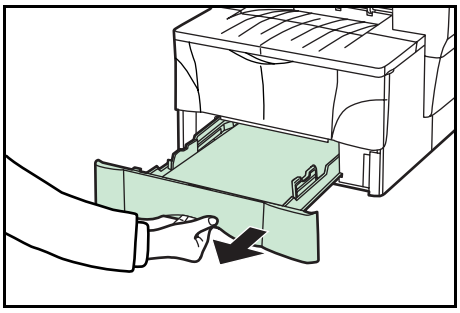


6 Close the front cover.

7 Close the top cover.

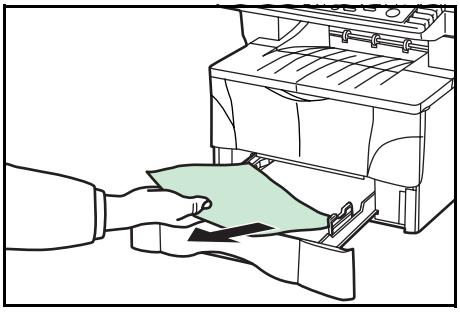
Cassette

1 Pull out the cassette that is in use.

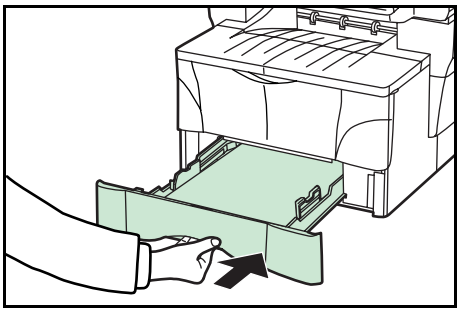


2 Remove the jammed paper.

If a paper jam occurs in the optional paper feeder, the procedure is the same as for the cassette.

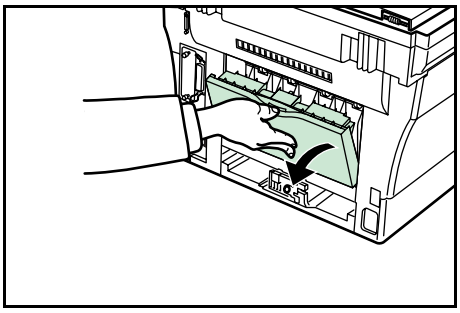


3 Push the cassette back in securely. The misfeed indications will disappear.



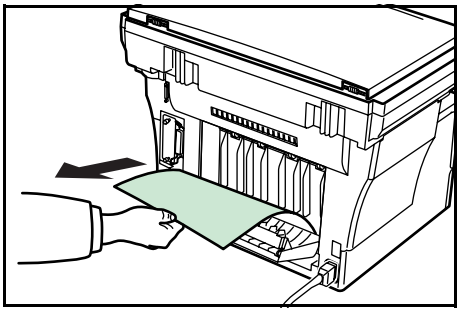
Face-up Tray

1 Open the rear cover.

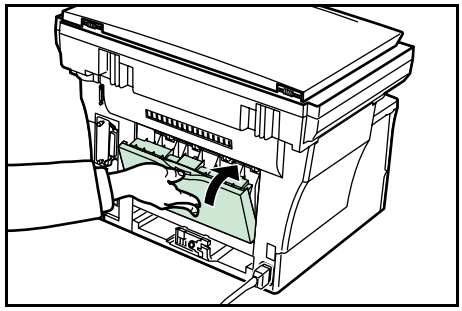


2 Remove the jammed paper.

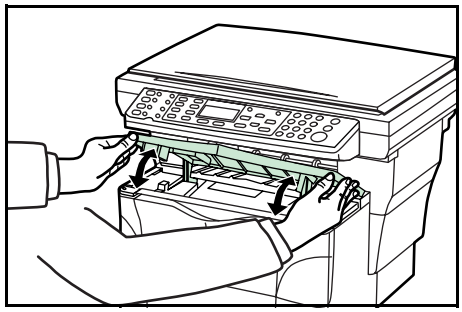
CAUTION: The fixing unit is extremely hot. Take care when working in this area.



3 Close the rear cover.

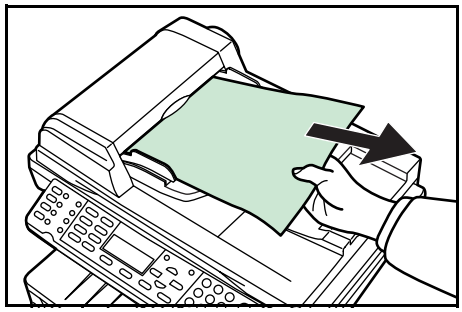


4 Open and then close the top cover. The jam indications will disappear.

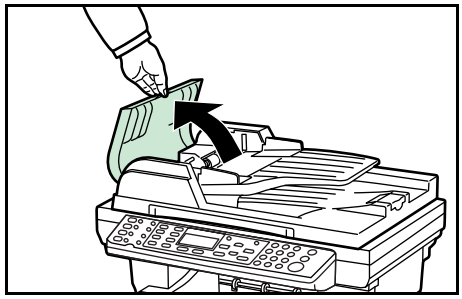


Optional Document Processor

1 Remove all of the originals from the document feed tray.

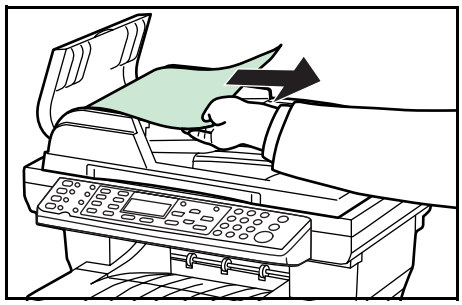


2 Open the left cover of the document processor.

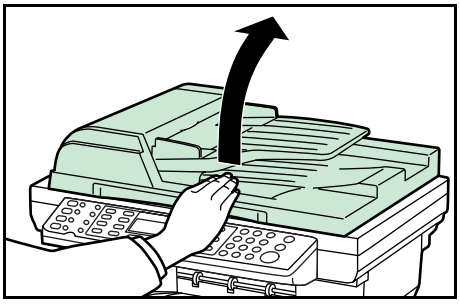


3 Remove the jammed original.

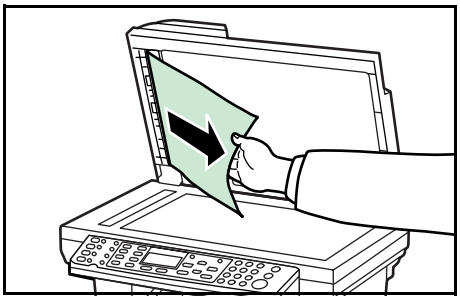
If the original is caught in the rollers or difficult to remove, proceed to the next step.



4 Open the document processor.



5 Remove the jammed original.



6 Close the document processor.

7 Place the originals.

7 Specifications

NOTE: Specifications are subject to change without notice.

Main Body

Item	Specification
Printing system	Electro-photographic
Originals	Sheets of paper, books and 3-dimensional objects
Copy sizes	
Cassette	A4, A5, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14 inches (Legal), 8 1/2 × 11 inches (Letter), 7 1/4 × 10 1/2 inches (Executive), and 8 1/2 × 13 inches (Oficio II)
MP tray	3.15 to 8.50 inches × 5.83 to 14.02 inches 80 to 216 mm × 148 to 356 mm
Print margin loss	0.5 to 5.5 mm
Paper	Refer to *Appendix* in *Advanced Operation Guide*.
Paper feed capacity	
Paper cassettes:	250 sheets (80 g/m²)
MP tray:	50 sheets (80 g/m²) 25 sheets (120 g/m²) 10 sheets (160 g/m²) 1 sheet (Transparency)
Stacking capacity	
Output tray:	Approx. 150 sheets (80 g/m²)
Face-up tray:	Approx. 30 sheets (80 g/m²) 1 sheet (special paper)
Warm-up time	At room temperature of 73.4 °F/23 °C, humidity 60 %RH:
Recovery from low power mode:	10 sec. or less
Recovery from sleep mode:	15 sec. or less

Item	Specification
Memory	
Standard model	96 MB (64 MB fixed and 32 MB detachable)
Option memory	Up to 256 MB to replace 32 MB
Ambient conditions	
Temperature	10 to 32.5 °C
Humidity	20 to 80 %RH
Altitude	Maximum 2,000 m (6,500 feet)
Illumination	1,500 lux or less
Power source	120 V AC, 60 Hz, 7.8 A 220 to 240 V AC, 50/60 Hz, 4.0 A
Dimensions (W) × (D) × (H)	19 9/16 × 16 5/8 × 15 3/16 inches 496 × 421 × 385 mm
Weight (without toner container)	Approx. 32 lbs. Approx. 14.5 kg
Noise emission	≦ 70 dB(A)
Required space (W) × (D)	19 9/16 × 29 3/16 inches 496 × 740 mm

Copying Functions

Item	Specification
Copying speed	
Platen (1:1)	8 1/2 × 11 inches (Letter)/A4: 18 copies/min. A5: 10 copies/min. 8 1/2 × 14 inches (Legal): 15 copies/min.
Document Processor (1:1)	8 1/2 × 11 inches (Letter)/A4: 18 copies/min.
First copy	Approx. 9.5 sec. (1:1, 8 1/2 × 11 inches (Letter)/A4)
Resolution	
Scanning and Printing	600 × 600 dpi
Continuous copying	1 to 999 sheets
Zoom ratios	50, 64, 70, 78, 86, 90, 100, 115, 129, 141, and 200 % Any 1 % increment between 50 and 200 %

Printing Functions

Item	Specification
Printing speed	8 1/2 × 11 inches (Letter)/A4: 18 copies/min. A5: 10 copies/min. 8 1/2 × 14 inches (Legal): 15 copies/min.
First print	8 1/2 × 11 inches (Letter)/A4: Approx. 8 sec.
Resolution	300, 600 dpi, and Fast 1200
Compatible operation system	Microsoft Windows 95/98/Me Microsoft Windows NT 4.x/2000/XP Apple Macintosh OS 9.x/OS X 10.x UNIX
Host Interface	Parallel: 1 port (IEEE1284) USB: 1 port (Hi-speed USB) Ethernet: 1 port (10BASE-T/100BASE-TX)
Emulations	Line printer, IBM proprinter, DIABLO 630, EPSON LQ-850, PCL6, and KPDL

Scanning Functions

Item	Specification
Scanning Speed	Monochrome: 18 scan/min. Full Color or Grayscale: 4.8 scan/min. 1:1 - 8 1/2 x 11 inches (Letter)/A4, 200 dpi
Resolution†	200 x 100, 200 x 400, 200, 300, 400, and 600 dpi
Color mode	Full Color: 8 bit/dot (each color) Grayscale: 8 bit/dot Monochrome: 1 bit/dot
File format	PDF, TIFF (Only monochrome mode), JPEG (Only full color and grayscale modes)
Zoom ratios	100 % and Auto
Host Interface	Ethernet: 1 port (10BASE-T/100BASE-TX) USB (TWAIN): 1 port (Hi-speed USB)

†. The maximum resolution using full color or gray scale modes is 300 dpi. To scan in full color or gray scale with 400 dpi or 600 dpi resolution, expansion of the internal memory is required. Refer to the *Advanced Operator Guide*.

Document Processor (Option)

Item	Specification
Original feed system	Automatic feeding
Originals	Sheets of paper
Original sizes	Maximum: 8 1/2 × 14 inches (Legal) and Folio Minimum: 5 1/2 × 8 1/2 inches (Statement) and A5R
Original paper weight	50 to 120 g/m²
Maximum number of originals	50 (50 to 80 g/m²)
Dimensions (W) × (D) × (H)	17 15/16 × 13 1/16 × 3 11/16 inches 455 × 331 × 93 mm
Weight	Approx. 5 lbs. Approx. 2.3 kg

Paper Feeder (Option)

Item	Specification
Paper feed capacity	250 sheets (80 g/m²)
Paper sizes	A4, A5, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14 inches (Legal), 8 1/2 × 11 inches (Letter), 7 1/4 × 10 1/2 inches (Executive), and 8 1/2 × 13 inches (Oficio II)
Paper	Refer to *Appendix* in *Advanced Operation Guide*.
Dimensions (W) × (D) × (H)	14 7/8 × 14 3/4 × 3 1/8 inches 378 × 375 × 79 mm
Weight	Approx. 4.5 lbs. Approx. 2.0 kg

Environmental Specifications

Item	Specification
Duplex copying	Not available
Paper feed	Recycled paper made from 100% recycled pulp may be used with this product.

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DIRECTIVE 2002/96/CE ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS

INFORMATION

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.

The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.
Offenders will be subjected to the penalties and measures laid down by the law.

TO DISPOSE OF OUR DEVICES CORRECTLY:

a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.

b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.

The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- The producer guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/CE (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.